

Scituate Town Library Board of Trustees' Meeting Minutes
September 12, 2022, 6:30 PM
Scituate Town Library – Hybrid Meeting

TOWN OF SCITUATE, MA COMMITMENT STATEMENT TO DIVERSITY, EQUITY, AND INCLUSION:

The Scituate Select Board is committed to providing an environment of respect during meetings. We ask all members to interact in a polite manner even when there is a disagreement. We value the participation of our community and want all participants, including marginalized and minoritized communities, to feel welcome and respected.

We ask our committee members , and all who participate, to commit to these standards to support and respect our community.

In attendance: Trustees- Kevin Carleton, Elizabeth Holthaus (remote), Sheila Kukstis, Chris Mirarchi, Pat Murphy, Director-Jessi Finnie, Library Foundation-Joe McNally.

Absent: Carol Sullivan Hanley

Meeting began at 6:31 PM

APPROVAL OF MINUTES:

2 sets of minutes for June meeting approved as modified with minor changes to be sent to Carol.

August minutes approved.

SCITUATE LIBRARY FOUNDATION:

SLF received \$2500 from the Forsgard Foundation.

Continuing communication with Friends with goal to build a better relationship.

Sub-Committee formed on children's room to determine needs and what the budget will be.

Working on documenting policies and procedures.

The next meeting of SLF is September 14. Will have more news to report at next trustees meeting.

FRIENDS OF SCITUATE TOWN LIBRARY:

Store for teachers was not a big success. Teachers were too busy at the start of the school year. The concept is good but needs to be scheduled at a different time of the year.

Ruth Yasin is converting docs to Google Drive. She offered a training session in library.

Working on crafts for Christmas fair.

Follow up on letter to Friends: Pat Murphy presented letter to trustees. Trustees approved letter but Chris Mirarchi's name was misspelled. PM will edit and email to Jessi to be printed on library letterhead.

CORRESPONDENCE:

Concerned parent contacted Jessi re: a book her 10 year old found in the Teen Room.

In follow-up to this Jessi offered these observations and recommendations:

1. Teen Room is geared to 12-18 year olds
2. Suggested that 10 year old find books in the children's section
3. Use the teen section with parental guidance
4. Adult previews book before child reads it

ASSISTANT DIRECTOR UPDATE:

Emergency Manual - no edits necessary. Trustees voted and approved unanimously.

BYLAWS DISCUSSION:

Suggested that gender neutral language be used.

Further discussion was tabled until full board is in attendance.

DIRECTOR'S REPORT:

Fine-free Library- Selectperson Karen Canfield had suggested that fine free was reasonable and Select Board would approve. The plan for fine free to be presented to Select Board on September 20.

Most libraries in OCLN are fine free.

Library of Things would not be fine free.

Work that fines require from staff and postage costs do not warrant the time and expense.

Vote - Motion to approve by CM and seconded by SK - unanimously passed.

Building update - 19 new patron computers received, 2 new screens in small and large conference rooms.

The Alaskan cedar siding has been power washed. It appears a bit patchy. Suggested that siding be sanded to even out appearance and not be stained, but to allow it to weather naturally to avoid excessive maintenance.

Thoreau's Waye - Northern Oak was successful bidder. The plan to be submitted to Select Board on Sept. 20 with hopes that work will start soon.

GENERAL LIBRARY NEWS:

Collection Development Policy - amending language - "residents" to replace "people" and not necessary to keep all documents indefinitely noting that library is not an archive. Motion to approve by SK and seconded by CM. Unanimously approved.

Budget - not started but due 10/6 . No additional personnel will be requested but will request an increase in materials line of budget.

Staffing - fully staffed for first time in 3 years.

Programs - Calendar for children is out but not adult calendar yet.

Collection of photos of Ireland by Carol Martin Nengle to be displayed.

Pollinator grant is wrapping up. There was a great turnout.

LOT policy tabled until October.

Pandemic Report - Review to be finished up.

Miscellaneous - Staff reports are in Google drive. All cooking and gardening books to be moved into one location.

INCIDENT REPORTS:

8/12 - Missing child was located very quickly. Police were immediately called and police person spoke with child.

8/17- CO detector went off and building was quickly evacuated. It was determined to be a false alarm because detector was accidentally kicked.

8/17 - Patron had minor health issue.

8/19 - Tree branch fell on sidewalk . Discussion with grounds dept. re: tree removal.

8/24- Clog in lower level bathrooms most likely caused by disposable wipes flushed down the toilet. Cleared professionally by Mr. Drain.

Meeting adjourned at 7:53 PM

Next meeting date: October 11, 2022, 6:30 PM (Hybrid)