

Scituate Town Library Board of Trustees' Meeting Minutes  
December 12,2022, 6:30 p.m.  
Scituate Town Library - Hybrid Meeting  
TOWN OF SCITUATE, MA COMMITMENT STATEMENT TO DIVERSITY, EQUITY,AND  
INCLUSION

The Library Board of trustees 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, Sheila Kukstis, Chris Mirarchi, Pat Murphy, Carol Sullivan-Hanley. Director-Jessi Finnie. Library Foundation - Joe McNally.  
Meeting began at 6:32 p.m.

**APPROVAL OF MINUTES:**

Minutes modified with minor changes in spelling. Motion to approve by CSH and seconded by CM. Minutes were unanimously approved.

**SCITUATE LIBRARY FOUNDATION:**

A meeting was held the previous week and new opportunities for fund raising were discussed. A year end mailing of thank you notes was sent out. Foundation is presently working on plaques for bookcases. There will be a few vacancies coming up on the Foundation.

**FRIENDS OF SCITUATE LIBRARY:**

Meeting will be next week. They are working on their annual donor drive and the use of software to track donors. Library Board Chairperson, Kevin Carleton, was invited to a meeting with their Economic Development Committee. The craft fair held at the High School was successful. They continue to train volunteers in Google Docs.

**CORRESPONDENCE:**

A letter was received from the Planning Board regarding storm water run-off and the redoing of the athletic fields adjacent to the Library.

**ASSISTANT DIRECTOR UPDATE:**

In the process of reviewing reference transactions.

**DIRECTOR'S REPORT:**

**Building Updates:**

Thoreau's Way: The hardscape which was funded by CPC funds is making good progress and should be completed by the end of December.The garden itself will begin in the Spring. The Dig-In grant will be used to fund plantings with possible help from the Foundation and also the Goulding family.

Boiler: Work is continuing to be done on a boiler which serves part of the upper level of the Library. HVAC technician dedicated to the Town is a great asset for these types of issues that may occur.

Fireplace: August West Co. will be coming to assess and fix the remote starter on Jan. 3. It has been a challenge to get this service completed.

Plexiglass: A plexiglass shield will be permanently installed at the front desk.

“Wiggle Room” spaces: Due to the demand for more study areas the Library is investigating the use of modular spaces to be set up in spaces that have had little use. KI Company is submitting plans/ideas for this and also for setting up a lactation area in the Children’s section. Quotes for custom play equipment are expected in January.

General Library News:

Fine Free policy is in effect and working out well.

LSTA Action Plan/Strategic Planning:

The final action plan for the library’s 5 year strategic plan was submitted. Work on a new plan will begin in the Spring.

LSTA “Dig In” final grant report:

All \$9500 was expended. About \$3,500-\$4,000 was dedicated to the Thoreau's Way gardenscape. It was a worthwhile project.

Budget:

At a meeting held with the Selectboard and Advisory the increasing cost of E books was discussed and the burden the increases have placed on the Library budget. Outrageous prices have been set by publishers and a local lawyer is working with the State Legislature to challenge publishers on their Ebook policies.

Programs:

LIT was canceled by the Library.

Staffing:

Interviews are ongoing for the part-time Children’s Technician position and the position should be filled and finalized in the New Year.

MISCELLANEOUS:

Library will begin to charge for printing in January.

The new policy for LOT will begin in February.

Incidents reports:

11/21 Unattended minors in the parking lot were a concern. A conversation was had with the minors and their parents.

12/8 A child nudged the fire alarm and the lights were activated but not the alarm itself.

Motion to adjourn by SK and seconded by CM. Motion passed unanimously and the meeting adjourned at 7:38 p.m.

Next meeting date: January 9, 2023 at 6:30 p.m. (Hybrid)