

## **Scituate Town Library Board of Trustees' Meeting Minutes**

**August 8, 2022, 6:30 p.m.**

### **Scituate Town Library – Hybrid Meeting**

Kevin Carleton calls meeting to order 6:33pm

**Attendance:** Kevin Carleton, Chris Mirarchi, Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan-Hanley, Jessi Finney, Brian DeFelice, Joe McNally (SLF) all present in person. Absent: Pat Murphy.

**Approval of July minutes** – tabled until next month.

#### **Scituate Library Foundation (SLF) Update from Joe McNally, SLF President)**

- Mini golf event was successful
- Children's room furniture is under consideration
- New member SLF Kate Miller welcomed. A Scituate resident, she brings a great deal of valuable board experience through her association with the BPL
- SLF is reviewing every policy and procedure that they have with goal of documenting and taking full advantage of what they have in place and developing new procedures where necessary
- SLF is working on building a closer relationship with the Friends and will review Kindfull (donor management system) with them
- Kevin Carleton remarks "over 20 years we have never had a closer relationship with the Trustees ... wants to make sure everyone on SLF knows how much we appreciate the work that they do."

#### **Friends' of Scituate Library Update from liaison Elizabeth Holthaus**

- Reminder to check out the Friends excellent print newsletter, created by Nancy Murray Young
- Friends are having a special event, a "Classroom Library Sale" with special pricing and refreshments, for teachers on Aug. 24, 3-5pm.
- Plans for a benefit Jazz Concert on Sept. 16 are in the works. Venue is still TBD.
- In July, the Trustees agreed to send a letter of appreciation to the Friends on the occasion of their 50<sup>th</sup> Anniversary. Kevin will follow up with Pat Murphy regarding the status of this letter.

#### **Correspondence**

Kevin received email regarding books in the children's collection that the correspondent felt were "grooming for pedophiles". Kevin replied, asking for further clarification and has not heard back. A discussion ensued during which Jessi shared some insights about the possible source and mentioned one complaint about a specific book that we do not have in our library but is available on Hoopla which is not curated by Library staff. Sheila suggests putting a disclaimer on website. Jessi and the board agreed to take this action.

#### **Assistant Director Update**

Brian De Felice reported that, while still a work-in-progress, he is getting close to completing the **Staff Emergency Manual**. He walked us through an excellent powerpoint on why this manual is necessary, a

general overview, specific threat response, and future goals. He pointed out that this is a living document.

**Bylaws Discussion** tabled because Pat is absent. Sheila asks do we want change to gender neutral language? Yes, board agrees.

### **Director's Report**

- Jessi reiterates thanks to Brian for work on Emergency Manual
- Behavioral Policy - The Police had some concerns and referred Jessi to Town Counsel. Jessi will refer to us feedback from counsel
- Landscaping – Jessi reports having trouble getting landscapers to show up; we may have to wait until fall and do a thorough cut back
- Thoreau's Way – Jessi is pleased to report that the project is open for bid Aug 24, with a prebid walk thru this week. We are lucky to have retired architect Eric Kluz as project manager (volunteer) on this project.

### **General Library News**

- Collection Development Policy – docs to come with two small changes for vote next month
- **Budget** – The FY24 Budget is due 10/6. Jessi reports that she is not asking for new position, but will be laying the groundwork to present to select board.
- **Fine Free Libraries** -Jessi reports that we are increasingly the outlier on this issue and asks for input from board. Carol and Chris both state we should go for it and approach the Select Board with data. Kevin says he will talk with Karen Canfield to find out what Select Boards thoughts are before we approach. Jessi suggests that she be included in that meeting so that she can share data
- **Staffing** – Jessi finally after 3 years we are fully staffed and are considering hiring a 2<sup>nd</sup> sub.
- **Programs** - Attendance at all summer programs has been "through the roof."  
Attendance at the concerts has been excellent. Jessi proposes, for next year, looking at a process to make it run smoothly and with less effort from individuals
- **LOT Policy** - Jessi talked briefly about a new policy regarding Library of Things which will come to the Board for a vote in September.
- **Miscellaneous** – Jessi is exploring ways that would enable library staff to avoid working until 5 on Christmas eve

**Incident Reports** – In addition to the following dated incidents, Jessi reports that the Library lost power this morning (8/8), and this afternoon, one of the storage rooms was found to have water in it

- Patron Incident, 6/16—patron was difficult by phone, made notes just for any future reference/ issues
- Patron Injury, 6/16—child hit their head on a bookshelf, EMS in attendance, sent home after a check
- Patron Injury, 7/5—patron slipped on wet sidewalk, ride was here, no further action taken
- Patron Injury, 7/11—patron fell in Bookstore, no EMS required
- Patron Injury, 7/20—patron stung by a bee at outdoor concert, EMS in attendance, sent home after check
- Patron Illness, 7/26—patron felt ill, staff attended with water, no EMS called

Next meeting date: September 12, 2022, 6:30 p.m. (HYBRID)

Reminder about Oct 11 meeting

Adjourn 7:36. All approve