

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

**Monday, February 8, 2021, 4:00 PM**

### **Scituate Town Library – Video/Call-in Meeting**

Present on video call: Jessi Finnie, Chris Mirarchi, Kevin Carleton, Sheila Kukstis, Carol Sullivan Hanley, Elizabeth Holthaus, Pat Murphy. No absences. Ginny Ayers represents the Foundation

- Meeting began at 4:03 pm
- Roll call taken
- Approval of January 13 minutes - approved- Ayes- Mirarchi, Holthaus, Murphy, Kukstis, Sullivan- Hanley, Carleton. Nays- none.
- Foundation update - Ginny reports that it is busy with the Foundation and that a subcommittee is working on the website, They are moving from WordPress to SquareSpace platform. They are hoping to go live April or May. Foundation members spoke to one potential new member but are looking for a member who can take on bookkeeping. They are working on marketing the Goulding project. Ginny will forward the information to the Trustees. Support will be needed at Town Meeting for this project.
- Director's report
  - Building Updates
    - Flooding issues- Flooding issues continue at the lower level. It has likely been impacted by Lawson Green. Facilities is looking for a long-term solution and will be in touch with the contractor to figure out whether there is anything else that needs to be done. The drain had been an issue but this has worsened with the construction. Every time it rains or snows the custodian needs to come in and many times the facilities department needs to be called. This may need to be addressed at a higher level than what is happening at this time.
    - LED lighting project- This is coming along and the hope is it will be completed at the end of this week. All fluorescents will be switched over to LED. Jessi can see no difference in the lower level- this has always been bright. On the upper level, the lights that had been chosen originally weren't bright enough so the new LED lights at a higher wattage should increase the brightness level.
    - HVAC/Boiler for Staff/Conf. Suite- Issues have been ongoing with the boiler that services the conference suite and staff area. When the filters were last changed it was noticeable that filters were being used at a much higher rate and the boiler was running really dirty. It is thought that the venting is the issue as the vent sits under an overhang near the soffits, perhaps allowing the gas fumes to get back in the intake valve. This unit is shut off and with the other units it should be fine even if it gets really cold. It is unknown the cost of the repair. Kevin Carleton asks about the

exhaust air and safety. Jessi says that the facilities director has taken precautions so it is not a safety issue. The question that is being pursued is who made the decision to allow the position of the venting. A CO2 alarm went off as a result of the venting issue and the staff was evacuated and sent home and library closed for the rest of the day.

- General Library News

- COVID-19

- Update on rollback- The library will reopen to patrons on Tuesday February 16th in the same capacity as before the most recent closure. Jessi will get this out on social media soon.

- Final website changes/edits- Design changes and big ticket items are just about done. The back end work is now easy to manipulate.
  - Budget, ½ year check-in- The budget is mostly on target. Cleaning supplies are over budget but it is hoped that it will be reimbursed through the CARES funding. The budget maintenance bill is unknown.
  - LSTA Application, “Dig In” - This is a \$10,000 grant that Elizabeth Holthaus and Marla Minier are working on with Jessi. This will focus on native plants and pollinator plants. Jessi mentions that a rendering will be helpful.
  - One-on-one meetings, Goals for 2021- Jessi is meeting with the staff for these formal reviews. This is an opportunity to refine and talk about their goals for the year. Everyone will meet in March to walk through. Other supervisors also do some of these one on ones.
  - Annual Report to Town- This is due on February 22nd. Jessi asks if the trustees have a statement from the trustees to let her know.
  - Collection Development Policy- Jessi is meeting with the staff tomorrow (February 9th) about this.
  - Rachel Stone has started and is settling in well and is excited to learn and meet those in the community.
  - Winter Reading Challenge - The challenge runs from February 15- March 12. Prizes to Buttonwood Books will be given. This will be managed by the platform Beanstack.
  - The “Wee the People” SEF grant will now be a virtual program and is filled. This is a program on how to talk to children about racism.
  - Miscellaneous- Ann has been weeding through the selection of fiction and non-fiction. She is pulling outdated books. Jessi would like to do a diversity audit of the collection,. This is a large undertaking and includes many factors. Ingram, the library’s primary book vendor, offers this for a price of \$4000 -\$5000. Jessi is thinking of applying for an SEF grant for this. This would take the staff at least a couple of years to do this audit, but with Ingram would take a couple of months. Jessi is considering putting a CPC application to digitize the remainder of the Scituate Mariners. Right now they are up to 1991. With the CPC , it would not

happen until July 2022 and cost \$7600. Jessi is considering taking this out of state aid. The trustees do not typically vote on the use of state aid.

- Incident Reports
  - January 28, 2021—Evacuation due to Gas (see HVAC issue above)
- Next meeting date: March 8, 2021, 4 p.m.
- Adjourn Motion at 4:59 - Vote taken and approved- Ayes-Mirarchi, Holthaus, Murphy, Kukstis, Sullivan- Hanley, Carleton. Nays- none.