

Scituate Town Library Board of Trustees' Meeting Minutes

Wednesday, January 13, 2021, 6:00 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. Ginny Ayers represents the Foundation, Karen Canfield represents the Select Board

- Meeting began at 6:06 pm
- Roll call taken
- Approval of December 14, 2020 minutes - minutes approved.
- Foundation update- Ginny Ayers reports it has been busy for the Foundation and that the year end mailing has been successful and has provided funds. The Foundation has been given a donation from the Scituate Education Alliance which has disbanded. The organization has donated over \$10,800 that will be given to Jessi for the library for teen's and children's materials. This week the CPC approved \$100,000 grant for the Thoreau's Waye project. This is in addition to the other funding sources and donations of work. The CPC grant will now need to be approved at Town Meeting. A question was raised about the date for Town Meeting. Karen Canfield said it is on the calendar for April 12th. Karen Canfield suggests that as the board reviews the articles for the meeting, it would be a good idea to have more information about Thoreau's Waye.

Ginny also states that she is working on finishing up with signage. Jessie also says that the Scituate Education Foundation will have a sign for the stacks to denote their donation and the money for the sign will come out of library funds, not Foundation funds.

- Director's report
 - Building Updates
 - One of the two new boilers is in need of repair. It is only three and a half years old. There is some reason to believe it was not properly vented and has needed more cleaning than would be expected. The way that the vents were positioned caused a part to break and it is at least a \$5000 repair. Jessi thinks the warranty may not be active but will be working with Kevin Kelly to address the issue with the subcontractor. The budget will be in the red on this line item. There may be other line items that have some room to use those funds. The other boiler is providing enough heat right now. The building is tight so it is still okay temperature-wise.
 - Flooding issues- Last month's minutes addressed these flooding issues. It is thought that Lawson Green impacted this but Jessi is reaching out to Niche who did the site grading and make sure that everything is the way it should be. Lawson Green is installing a yard drain and this should help.
 - LED lighting project- This project is mostly complete downstairs but upstairs still needs to be done and there is a small group working on this. This should be completed in the next couple of weeks. There should be a noticeable difference upstairs.
 - General Library News
 - COVID-19
 - Roll back to Curbside 1/6/2021. Jessi feels that this was a smart decision by the town manager. As COVID numbers had tripled in Scituate last week, the numbers were a bit alarming. Although a good decision, Jessi and the staff felt it was still difficult to close the building again in terms of the patrons' use. Based on last

week's numbers, it does not look good that the library will reopen in the next week.

- SANDS Grant- \$500 grant has been given to the library to help purchase materials about dealing with COVID. Ann Lattinville submitted this grant.
- Jessi asks Kevin Carleton to speak a bit about the letter he sent to Les Ball, as a member of the Library Commissioners. Library staffs were not included on primary lists for COVID vaccines and Kevin felt that the risk that library staff take should be considered. Les Ball got this item on the MBLC agenda for a meeting that occurred a few days later. The Library Commissioners group agreed and Jim Lonergran has written a letter that Jessi thinks may go to the governor.
- New Staff
 - Rachel Stone is the new Teen Services Assistant. Rachel started last week. She was previously working as a researcher and has worked part-time at libraries. She has a Master's in Library Science.
- Collection Development Policy- This revision has been started, though has been a little slow going. There is a commitment to diverse voices and there will be specific language to demonstrate this. This should be ready in late Spring.
- Jessi shares a screen with the trustees to show the new website. The trustees' page has been updated with trustees' term dates. There will be a subpage with agendas and approved minutes.
- Miscellaneous- Kevin Carleton speaks about the Charter Review information about purchasing decisions for collections and materials should remain with the library staff. This was brought to Charter Review member Marla Minier who brought it to the committee which approved the recommendation that the language remain intact.
- Incident Reports
 - December 25, 2020—Flooding in basement- see discussion above
- Next meeting date: February 8, 2021
- Adjourn at 7:05 by unanimous vote.