

Scituate Town Library Board of Trustees' Meeting

Monday, October 5, 2020, 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. Ginny Ayers represents the Library Foundation.

- Meeting began at 4:01
- Approval of September 14 minutes- Minutes approved
- Foundation update - CPC grant was submitted to help partially fund the Goulding Project. This area will be called "Thoreau's Waye". A question was brought up about the spelling of "Waye". Jessi says that if funded by the CPC, the CPC will need to weigh in on the naming. The total cost will likely exceed \$86,000. A \$75,000 grant was submitted to CPC to cover the hardscape parts of the project. If CPC funds the request, this project will be able to move forward all at once instead of in parts. The trustees support sending a letter of support. The area first three years will be maintained free by Northern Oaks and then the Foundation will maintain for five years at a minimum. The Foundation will now speak to the abutters and the Planning Department. The grant was submitted by October 1 so it is eligible to go to the April Town Meeting. Kevin Carleton asks if the maintenance by a private company is okay or if it may need to go out to bid. Since this is a gift it will be okay but will need to be approved. The Foundation has ordered a sign for the donor of the "shark" bike rack. Ginny thanks the trustees for Kate Molar's approval on the Foundation.
- Director's report
 - Building Updates
 - Goulding Project/CPC Application- see Foundation update. Jessi will be writing a letter of support of this project; Chair Kevin Carleton has already written a letter on behalf of the Trustees. Jessi has said, if approved, she will agree to act as a day-to-day project manager for this project.
 - Jessi reports that after listening to a town manager report with a 1.49% positive, if the rate reaches 2% a reconsideration of the library opening may occur.
 - Computer network changes- the library has both an OCLN and town server so work has been happening to try to separate the two servers and what each supports. There have been some printing issues that are being worked on to resolve.
 - LED lighting project- Jessi has been pleased with the low cost and high quality of the LED lighting. Only parts of the library are lit by LED. There is a movement to transition all of the bulbs to LED which will significantly reduce the cost of electricity, which has skyrocketed since the building of the new library. This is a big project. There is no timeline right now for completion.

- General Library News
 - COVID-19
 - Reopening update- Town boards and committees have strict safety guidelines but outside groups are not as reliable. Jessi is not confident about the safety of opening meeting room spaces to outside groups. A very rigorous cleaning schedule would need to be adhered in all areas. This is not a realistic commitment that can be made. Grounds may be used on a case by case basis. Jessi would like to see the library go a bit further in the season and reconsider opening more of the collection as we move forward and observe how the numbers go.
 - ARIS - ARIS is completed and in. There have been some good statistics. There is an understandable spike in electronic services but this increase cannot account for the good overall statistics.
 - State Aid - This is in progress. There should be no problem with qualifying for state aid this year.
 - Meeting with Town Administrator, 9/24
 - Ann Lattinville,- Ann has accepted the position of Head of Adult Services. Jessi feels this is a great move and is very excited about her new role. Ann is acting as both Adult and Children's Services librarian. While she is still doing both, programming will be put on hold.
 - Circulation Supervisor and Head of Youth Services are both open. Circulation Supervisor has been posted. Jessi is working with the union and the HR Director to discuss some job description changes in these positions. Hopefully this will be completed in the next few days and then the Head of Youth Services position will be posted.
 - SORA/Middle School- The Middle School has asked the SPL to be a SORA library. This means that the Overdrive can be accessed by school i.d. rather than a library card. Jessi is very much in support of this. The state has picked up the cost of this. A school must have a certified librarian on staff to take part in this.
 - Fall program planning will be put on hold.
 - Reminder: No Sundays this fall. This is a town decision to help close a budget shortfall. The town has indicated that Sunday hours would be back in January. Jessi will reach out about whether this is still on track for January.
 - Reminder: Closed on 10/12 for holiday
- Miscellaneous
 - There will be a couple of days a week soon that The Friends will be accepting donations. The Friends have given away many books through the Free Little Library and need to fill the bookstore up again. There will be a small sale area in the lobby for The Friends. They will also be taking

sales by appointment- mainly for book dealers. Thematic book bundles have been started by the Children's Services and The Friends are going to try the book bundles as well. Jessi states that she and the staff are feeling really good where they are at now in terms of hours and services.

- SPL is still moving forward with hot spot and computers for the Library of Things.
 - Multiple thumbs up from the trustees up in support of how well the staff has done.
- Next meeting date—November 9, 2020, 4 p.m.
 - Adjourn at 4:53.