

Scituate Town Library Board of Trustees' Meeting

February 14, 2022 6:00 PM

Scituate Town Library – Hybrid Meeting

Meeting Minutes

In attendance, roll call taken: Trustees- Kevin Carleton, Pat Murphy (remote), Chris Mirarchi, Sheila Kukstis (remote), Elizabeth Holthaus; Carol Sullivan-Hanley (remote); Director Jessi Finnie; and Foundation representative Joe McNally (remote); Karen Canfield representing the Selectboard (remote).

- Meeting call to order- 6:01
- Approval of minutes - minutes approved unanimously - Ayes- Elizabeth Holthaus, Sheila Kukstis, Pat Murphy, Chris Mirarchi, Kevin Carleton, Carol Sullivan-Hanley
- Jessi reviewed the OWL technology format in place this meeting.
- Scituate Library Foundation
 - Update- Monthly meeting was well attended; Brian D and Jessi were in attendance and the OWL technology was piloted then. Zoom seems to be the best platform for OWL. Top priorities this year are a fifth year anniversary of the new library- event probably will be planned for the Fall , as well as a celebratory event to recognize the library and an opportunity to target new families and younger families who may have moved into town. Ginny is working on Thoreau's Waye. No update but Ginny is making progress. New subcommittees are being looked at- one may be technology and what the library may need in the future. There are a number of subcommittees already on place. Tax information to donors will be going out probably in the next two weeks.
 - Jessi reports that the architect working on Thoreau's Waye is working with the engineer to get the contract finished. He is looking for feedback from the Goulding family for design specifications. A meeting may be set up soon with him. If there is a potential for construction to start over the summer, that will be a problem with the summer event plans. Jessi notes that the project should be looked at in two phases- hardscape first, then the plantings.
- Friends of Scituate Library
 - Update- sign is up. The style guide for communications is almost complete. A subcommittee has been formed for the summer concert series.
 - Lighting- Lighting proposal for the Friends' space has been brought to the attention of the facilities director. He is not very keen as money would need to be borrowed for the funding, approximately \$7000.00. Mass Save gives an incentive for the lighting. The facilities director said money may be able to be found to fund some of the project. The Friends also may be able to help fund some of the money. Switching to more efficient LED lights would be better for the whole library. Jessi feels the town should support it
- Trustee Bylaws (VOTE)- Vote to create a subcommittee to review the Trustee by-laws. Any trustee member could submit ideas to the subcommittee by the end of the

month. Pat Murphy, Carol Sullivan-Hanley on subcommittee; Kevin Carleton volunteers as an ex officio. Vote- unanimously approved- Ayes- Elizabeth Holthaus, Sheila Kukstis, Pat Murphy, Chris Mirarchi, Kevin Carleton, Carol Sullivan-Hanley

- Director's report
 - Building Update
 - Boiler- a boiler that services the conference room and staff area has a major part that is gone. HVAC has looked at this and ordered the part. HVAC is speaking with the manufacturer to try to figure out what happened to cause the part to burn out so quickly. The town budget may cover this.
 - Hot water heater is also having issues and needs a new blower. There is no hot water in the library right now. The library budget may cover this. Karen Canfield asks Jessi to have Kevin notify the Public Buildings Commission about these issues. Jessi did hear this week there is still movement on the generator.
 - General Library News
 - Staffing
 - Children's Librarian- Jen Struzziero has joined in the position. She has had much experience, most recently in the Milton library.
 - Part-Time Library Technician for Children's (open)- many applicants; interviews will start in the next couple of weeks.
 - Susan Frankel is retiring and this position will be posted soon.
 - Substitute Library Technicians (open)- applications are being received and interviews will be happening in the near future, adding one sub now and maybe another by summer.
 - Programs
 - Hygge (Feb)- patrons are enjoying this.
 - In-Person Programs Restarting the week of February 21- children and teens will be starting up in person. Adult programs will be assessed as to how the programs will be done.
 - DIG IN- starting back up in March (remote);all others in person
 - LIT Conversations- Scituate Schools DEI Director, Jameel Adams, and STRIDE will be working with the library programming around issues of racism and inclusiveness. "Letter from a Birmingham Jail"- March 1 from 6-7 discussion. This will be remote.
 - Summer Concert Series & Storytelling- Friends are trying to get corporate sponsors. Jessi has already gotten a variety of bands. There will also be a storytelling event ahead of the concerts.
 - "Hey, Kiddo", author event features author Jarrett Krosoczka is co sponsored by FACTS and Cohasset Safe Harbors. The book is autobiographical and is really meant for Grades 7 up.
 - FY23 Budget Meetings

- Budget meetings are over and there have been some good increases.
 - Thoreau's Way Project update (see above)
- Incident Reports-
 - Jessi notes that there are some difficult lines that staff may need to navigate with caregivers and questions asked to the staff.
 - Disruptive patron- There was a disruptive patron incident and the town administrator(TA) was involved as the patron serves on a town committee and the behavior was inappropriate. The TA has chosen to speak to the person. Jessi wanted to use the suspension. The patron has agreed to be on good behavior. If it occurs again, Jessi will call the Trustees for an emergency meeting to address it.
 - The Cub Scouts were in the room and Jessi got an email that a large circle was drawn on the floor with a dry erase marker that didn't come out. Jessi originally thought it was a child, but it was the leader. The children told the leader not to do it. Jessi spoke to the leader and explained the issue and her concern. The leader came out with a bucket of supplies and removed the mark.
- Next meeting date: March, 14, 2022, 6:30 p.m. –Hybrid (VOTE) ; unanimously approved- Ayes- Elizabeth Holthaus, Sheila Kukstis, Pat Murphy, Chris Mirarchi, Kevin Carleton, Carol Sullivan-Hanley
- Motion to Adjourn (6:59 pm) - unanimously approved- Ayes- Elizabeth Holthaus, Sheila Kukstis, Pat Murphy, Chris Mirarchi, Kevin Carleton, Carol Sullivan-Hanley