

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

**March 14, 2022, 6:30 p.m.**

**Scituate Town Library – Hybrid Meeting**

## **Meeting Minutes**

In attendance, roll call taken: Trustees- Kevin Carleton (remote), Pat Murphy (remote), Sheila Kukstis, Elizabeth Holthaus; Carol Sullivan-Hanley ; Director Jessi Finnie Assistant Director Brian DeFelice; and Foundation representative Joe McNally (remote). Christopher Mirarchi attended at 6:44.

- Approval of minutes-approved- Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy
- Scituate Library Foundation
  - Update- Wednesday, March 2 monthly meeting held with attention to make sure that donor database is current, including the board in the library for donors; old donor board in reading room will be updated as well with options to updating the plaques. SLF is looking at an event this fall recognizing the 5 year anniversary of the reopening of the library; perhaps an outdoor event, more relaxed than the former galas. It will probably be a fundraiser.
- Friends' of Scituate Library
  - Update-There are a couple updates -
    - Subcommittee focusing on the summer concert series, looking for fundraising
    - This is the 50th anniversary of the Friends and they are looking at a series of events to recognize this, starting with a commemorative design.
    - On April 10th, Professor Alexander Kazar will be speaking about voting rights- this is being done in memory of Bernice Brown.
  - Lighting- See FY22 surplus budget below
- Trustee Statement—recommended from Selectboard (VOTE); trustees discussed this and agree with the statement. Kevin agrees with the statement but asks about the reading the statement aloud each meeting.
- Director's report
  - Building Update
    - Water heater has been repaired; the boiler still has not been repaired.
  - General Library News
    - FY22 Budget surplus - Nancy Holt, the Town Account, has put forward two library projects (new computers and Friends' store lighting) to be funded from the library's personnel line surplus. Between \$40,000-\$70,000 personnel surplus has been passed back to the town over the past few years. This year Nancy has recommended that these two items be funded with the excess personnel budget. This will fund \$7543.00 for lighting

and will give a better overall lighting to this space. The public computers are also slated to be replaced along with two screens in meeting rooms, this is \$37,730.00, with this budget surplus. These will be on the warrant for Town Meeting.

- Brian D. talked about new programs he is working on- Family Search genealogy services is partnering with STL. Brian is working on a staff emergency manual. He will work on the manual in house and then send it out to fire and police for review.
- Staffing
  - Part-Time Library Technician for Children's -interviews have been completed and an offer is being made. Jessi hopes to have someone in place in April.
  - Substitute Library Technicians -hired Peg Watson, a retiree from another local OCLN library. There will probably be more than one substitute in the future.
  - Part-Time Library Technician for Circulation-position has been posted, hope to interview in mid-late March and hopefully have someone on board by May.
- Programs
  - In-Person Programs - things are going well and the programs are well attended.
  - DIG IN-this is restarting. This is the pollinator and native plan program from the LSTA grant. April 6th is the next program- it is virtual by the speaker's choice and all the remainder should be in person.
  - LIT Conversations- first conversation with Jameel Adams and the parent advisors. This was attended with about 30 people and was a great discussion. The next discussion will be in May- date TBD. Maybe do every other month after a break in the summer. These will be in person but could also be offered as a hybrid as well. An open mic program is happening in April- date TBD.
  - Summer Concert Series & Storytelling-four of six acts are lined up, storytelling already added.
  - "Hey, Kiddo", Author Event- sponsored by FACTS and Safe Harbors Coalition on March 30th at Gates Middle School. The author will be doing a live interpretation. STL has created a bookmark to promote the event and Jessi and Kate will volunteer at the event.
  - Kiss the Ground movie screening- this movie screening will be at the dining commons at Gates. The high school environmental club is bring it forward and STL is handling the registration.
- Thoreau's Way Project update- making progress with the help of architect Eric Clewes who is helping with the design and throughout the project to help with the engineer. As we move to the summer and a busy

time in the library, there may be a delay until late August, September for the landscaping.

- Miscellaneous -
  - Jessi and Brian are meeting with Social Services team and the outreach coordinator from the Council on Aging on March 15th to discuss patron strategies.
  - An all-day Staff Development Day will be on May 5th and the library will be closed all day. The day will start with a de-escalation expert speaker. Norwell and Cohasset libraries are splitting the cost with Scituate and attending as well. Jessi will be working with the SFD to do defibrillator training and a fire drill. Brian will also walk people through the new emergency plan.
  - Circulation and Collection Development policies both need minor tweaks, Jessi is hoping to bring updated policy to the Board no later than June.
- Incident Reports
  - Patron Incident, 2/22/22- disruptive patron Jessi discussed with Kevin. This is a patron that has been discussed in the past. This was directed at another patron. Jessi asked that the patron not return and the TA then gave the patron a letter referencing the policy instead of excluding the patron. If it happens again, then he will be excluded. Discussion ensued among the trustees as to why the patron has not been excluded yet.
  - Patron Incident, 3/2/22- disruptive patron- a patron was causing disturbances in the library and the staff will do their best to continue to service this patron.
- Next meeting date: April 19th at 6:30 (VOTE); Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi
- Adjourn 7:45 pm - Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi