

Scituate Town Library Board of Trustees' Meeting

May 9, 2022, 6:30 p.m.

Scituate Town Library – Hybrid Meeting

Town of Scituate, MA Commitment Statement to Diversity, Equity and Inclusion

The Scituate Select Board is committed to providing an environment of respect during meetings. We ask all members to interact in a polite manner even when there is disagreement.

We value the participation of our community and want all participants, including marginalized and minoritized communities, to feel welcomed and respected.

We ask our committee members, and all who participate, to commit to these standards to support and respect our community.

In attendance, roll call taken: Trustees- Present- Elizabeth Holthaus, Sheila Kukstis, Chris Mirarchi, Pat Murphy (remote), Carol Sullivan-Hanley (remote), Kevin Carleton; Library Foundation Present Joe McNally (remote); Meeting began at 6:31

- Approval of March 14th minutes-PM-approved the motion, CSH, seconded; Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi
- Scituate Library Foundation- Meeting held last Monday. They are in process of replacing original donor boards and original plaques with a new style of plaques- update the board itself with a fresh coat of paint. They are in the final stages of capital campaign. A good meeting with the Foundation and Friends reps making sure that there was no “stepping on each others’ toes” and identified ways to work together. There is an open position on the board. They are meeting with Katie Miller who is from Scituate and is on the Boston Library Board.
 - Event in June (VOTE)-Mini-golf event-support for the Children’s Room at the library on June 26th. Select Board has approved it. Motion. To approve-CSH, seconded PM. Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi.
- Friends of Scituate Library
 - Update-Board meeting is tomorrow. Busy right now with a focus on the summer concert series and highlighting their 50th anniversary. They are planning a tea honoring all the volunteers from the present and the past. A newsletter has been launched thanks to Nancy Murray Young. This is a physical newsletter that has been posted around town and on their website.
 - Lighting (approved at STM, project work to begin 5/5); Discussed later in the agenda.
- Trustee Calendar—(Discuss, VOTE); Motion to approve-CM, seconded EH-Ayes- Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi.

- Bylaws follow-Up- Jessi was checking in whether the subcommittee had been created. CSH and PM will be working on these together.
- Director's report - The Foundation agreed to fund the staff training that will be a course that starts in November- "Social/Emotional Librarianship". This was a little over a \$1000.00.
 - Building Update
 - Signage-Lower level signage-delayed may not be able to pick back up until the fall. This comes out of the library budget.
 - Lighting-Friends' room lighting is done, Community Room is still having problems as all lights must be running together. Jessi feels that the only solution may be just to take the bulbs out of one run of lights. Outdoor landscape lights have been installed at the signs.
 - Gutters-delayed
 - Computers-Brian D. met with the Town's IT director re: quantities and specs for upgraded tech in library.
 - NEAT Board-Coming soon. This will help facilitate hybrid meetings and SCTV will be able to use this as well. SCTV picked up this expense.
 - Children's Room-There might be a slight renovation of the space with Foundation funds. Could be as much as a \$15,000 project. There may be a need to fundraise and build awareness. The play structures that were purchased five years ago have fallen apart and have been replaced already once. There was a thought of lending out tubs of toys but this seemed to be a lot of work. The toys have been looked at to be brought out but the materials are really worn out and substandard. Jessi is looking at a company that makes custom pieces e.g. reading boats.
 - Facilities Ticket System-Tickets can now be entered into a system to keep track of facilities' requests. Colleen Snow is managing this.
 - General Library News
 - Budget
 - EOY22-This is looking good overall.
 - FY23 (approved)-The budget was approved with a bump in the materials line.
 - Staffing
 - Part-Time Library Technician for Children's-this position has been reposted, with interviews beginning this week. Hopefully this will be filled by mid-June
 - Substitute Library Technicians-filled one position; the second position will be posted
 - Part-Time Library Technician for Circulation-filled by Kathleen Malley who started on April 19th
 - May 5th Staff Development Day-the morning was a 1.5 hour workshop presentation on staff interactions with patrons.

Cohasset and Norwell helped cover funding as well. 3 hour training with EMS head at SFD reviewed basic first aid, AED usage, and hands-only CPR.

- Programs
 - In-Person Programs-This has started up again. Events have been well attended. All performers doubled in cost after the pandemic so the number of times the performers are in will be reduced.
 - DIG IN-This will be in May with multiple programs for different age groups.
 - LIT (Love, Inclusion and Trust) Conversations-Jessi is pleased with how the series is going. About 20 people attended and she is looking forward to continuing this in the 2022-2023 year. Different groups are working on this.
 - Summer Concert Series & Storytelling-Planning is going well. Friends are working to secure funding.
 - “Hey, Kiddo”, Author Event-Kate Jasinski attended this
- Thoreau’s Way Project update-some progress is being made with the architect and Jessi will meet with the TA on May 11th. Hopefully going to bid in August and work started in the fall.
- GRIT chair was a gift from the Council on Disabilities-This is a wheelchair that can go on trails. This will be in The Library of Things. The COD will also be purchasing a wheelchair for the library that can be used by patrons on an as needed basis.
- Emergency Plan (June 2022, possibly August)-Brian D. has worked on this. Brian presented this to staff on May 5th and will share with the TA, HR, SPD, SFD and BOH for feedback with the goal of bringing it to the Trustees in August or September.
- Incident- Jessi prefaces this by informing the trustees that there has been an uptick in serious incidents. This seems to be happening in other libraries in the state as well. Jessi has worked with HR and the SPD on these incidents and also to reflect on what can be done to support staff.
 - Patron Incident, 3/24/22-SFD came out. Patron known to the library staff, it is someone can make others worried. Someone in the library, not staff, called the SFD for a wellness check and the patron was stopped on the way out of the library.
 - Patron Incident, 3/28/22-A patron was concerned that their car was broken into in the parking lot and, using video surveillance, it was shown that this did not happen.
 - Patron Incident, 3/28/22-A patron that has been discussed before approached patrons about rides , then demonstrated unsafe behavior e.g. standing behind cars that were backing out, etc.
 - Patron Incident, 4/14, 20, 25 (related incidents)-all related incidents. This was staff sexual harassment that was serious and SPD suspended the patron from the

library with an indefinite no trespass. SPD did this on their own. This was not a Scituate resident.

- Patron Incident-4/26-Disruptive patron who was asked to stop being disruptive. When they continued to be disruptive the SPD were called.
- Next meeting date: June 13, 2022, 6:30 p.m. (HYBRID)
- Adjourn-Motion to approve EH, CM seconded- Ayes-Elizabeth Holthaus, Sheila Kukstis, Carol Sullivan Hanley, Kevin Carleton, Pat Murphy, Chris Mirarchi