

Trustees of the Everett Libraries
Minutes
Everett, MA
May 8, 2018

Barbara Rocco called the meeting to order at 6 05 P.M. In addition, those in attendance were: Mary Fiorentino, Dottie Gomez, Sandra Juliano, Robin Kelly, Samantha Lambert, Karen Martinelli, Daniela Rocco, Michela Schlosberg, Stacy DeBole and Patricia Badolato.

Minutes

Robin Kelley made a motion to waive the reading of the April 10, 2018 minutes and accept them. Samantha Lambert seconded the motion. All were in favor and the motion carried.

Personnel:

Due to expanded hours, increased programs and services and a number of staff members securing higher paid positions, the libraries are short staffed and will not be able to sustain the gains without more help. The following are needed afternoon monitor, three PT Librarians, two Part Time Reference Librarians and three Library Aids. The director asked for 3 FT positions for the coming fiscal year. Those positions would replace 3 staff positions that were cut from previous budgets over the last few years including an assistant director, a tech services aide and a circulation aide.

Tamara Rigard will be resigning the last week in May. Arhi Bathey is seeking a full time library position. She is hoping for an academic position.

Personnel Subcommittee Report

Mary Fiorentino and Robin Kelly went to the Shute Library and met with some of the staff. They spoke with the Children's Librarian, Kathy Caple, and Ann Farrente, the Adult Librarian. They also met with some of the library assistants, and observed them working at their various duties. Maria Travesso the monitor pleased them. The committee was pleased to report to the Trustees that their meeting was a success.

Building and Grounds

The HVAC at the Shute Library needs to be repaired. The Children's room lights are not working properly. The Director would like to speak with the city electricians regarding the problem. The HVAC at Parlin will be installed very soon. The Parlin roof is still leaking. The Director wants to discuss the proposal for an electrical sign out front of the Parlin Library. The blocks on the front of the Library building are coming away. They need to be repaired before it becomes a serious problem.

The Director is going to purchase people counters to determine the patron usage of the library. Planting needs to happen at both libraries. The Director would like three season flowers to be planted.

Stacy DeMaria was appointed to be the Chair of the Building and Grounds Subcommittee

Marketing Subcommittee Report

Samantha Lambert and Michele Schlosberg gave the Trustees a report of the various websites they have been researching. They discussed the likes and necessities of different websites. Also, contacted several libraries and most important the high cost of the different websites.

Directors Report

There has been definite positive patron feed- back. The only complaint is the uncomfortable seating in the library. The Director is considering purchasing new chairs. The turn off time for computers has been reduced to ten minutes. The Shute Library Sunday schedule has ended. It was noted that the adult section of the library was used for studying.

The Libraries circulation remains on the rise. Also, the weeding continues and will for the next couple of years at both libraries.

In anticipation of creating a Long Range Plan, which is due in October, we should really get the subcommittees moving. A motion was made by Michele Schlosberg to accept the Directors report. It was seconded by Robin Kelly. The motion was accepted.

Other Business

The Friends Liaison, Michele Capone, would like to encourage the Trustees to get involved to help with the Friend's raffle. The Friends voted to do a calendar fundraiser for the month of October. There will be a book sale preview on Thursday, May 17, and on May 19, a Yard Sale/Book sale sponsored by the Friends.

The Director is in the process of pricing the café tables and the vending machines

By Laws

The Director recommends one change to the Bylaws. She thought it was important to meet at least once over the summer and also having 13 members was sufficient. She asked the Trustees to take the documents home and try to have any suggested changes ready by the next meeting.

The next meeting will be on June 26, 2018 at 6 00 P.M. Robin Kelly made a motion to adjourn. Samantha Lambert seconded the motion. The motion passed.

The meeting adjourned at 7 30.

Respectfully submitted,

Patricia Badolato

