

**STONEHAM PUBLIC LIBRARY  
TRUSTEES' MEETING  
TUESDAY, OCTOBER 14, 2008**

Attending: Ciccarello, DiDonato, Doucette, Fixman, Francis, Rora, and Director Todd

Meeting called to order by Chair Fixman at 7:30 p.m.

- I. Minutes: Minutes reviewed and accepted on a motion by Ciccarello (2<sup>nd</sup> Doucette).
- II. Statistical Reports: No circulation figures available. Reviewed budget figures, no personnel figures available (MUNIS system issue).
- III. "Lost and Paid" Policy: On a motion by Ciccarello (2<sup>nd</sup> Doucette) it was agreed that Director Todd will develop a policy of "pay or replace". Policy will state that once a missing book has been paid for or replaced, no monies will be returned if patron finds the missing book. This policy will be posted in the Library and on the Library's website. This policy will eliminate the need to refund payments for found outdated books.
- IV. Town Meeting Warrant: It does not appear that any warrant article will have a negative effect on the Library.
- V. Question 1 Position: The Trustees unanimously oppose Question 1. On a motion by Ciccarello (2<sup>nd</sup> Doucette), a Letter to the Editor stating the Trustees' opposition was unanimously approved for publication in the Town newspapers. Director Todd will investigate the legality of sending such a letter, and if there is no problem, will submit it for publication.
- VI. Meeting with John Warren: Mr. Warren extended an invitation to Town board members to an informational meeting regarding the State budget cuts and any effect the cuts may have on Stoneham's budget situation. Trustees Doucette and Rora attended the meeting and found it to be very informative.
- VII. OverDrive Service
  - A. Staff members are becoming familiar with the system
  - B. Download stations are available. Director Todd and Assistant Director Forkin will check into the stations to determine if a purchase would be a good investment.
- VIII. Other Business
  - A. Boiler Progress
    1. Slow but steady.

2. Mr. Brophy will ask the electrician if he/she can reattach or replace the Timer wiring which was removed.
- B. Book Sale: October 24 and 25. Clifford the Big Red Dog will be at the Library on the 24<sup>th</sup> which should increase attendance.
- C. Hours: Director Todd will post weekly plan, subject to change.
- D. Gates Foundation: Director Todd reported that the Gates Foundation Conference was impressive, organized, and yielded valuable information.
- E. The Massachusetts Library Trustees' Association Conference: Conference takes place on Saturday, November 1, 2008. On a motion by Ciccarello (2<sup>nd</sup> Francis), it was moved that \$40 from State Aid be used to fund Trustee Doucette's attendance fee. Trustee Doucette will report on the conference at the next meeting.
- F. Holidays: On a motion by Francis (2<sup>nd</sup> Ciccarello), it was approved that past procedures be followed for the Thanksgiving holiday's openings/hours.

Meeting adjourned at 8:15 p.m. on a motion by Ciccarello.  
Next meeting Monday, November 10, 2008.