
Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: September 28, 2022

Meeting Location: Library Conference Room and via Zoom

Trustees Present

In-person: Jeff Quinn, Laura Cutone Godwin, Paul Gordon, Aimee Lominac, Susan Wetmore,
Chris Barrett

Via Zoom: Scott Staiti, Adam Rodgers,

Staff: Catherine McDonald, Jackie Powers

Documents

Agenda

Secretary's Report

Staff Reports

FY23 Operating Budget Status Report

FY23 Gifts and Grants Status Report

FY22 Operating Budget Status Report

FY22 Gifts and Grants Ending Balances Report

Policy: Use of Flagpoles on Town Property

Library Mission Statement

MA Open Meeting Law Update from the Division of Open Government

Correspondence

Quinn called the meeting to order at 7:00 PM.

Acceptance of Secretary's Report

Barrett moved to accept the secretary's report; Lominac seconded. Motion approved unanimously by roll call.

Staff Reports

Godwin moved to accept the staff reports; Lominac seconded. Motion was approved unanimously by roll call.

Personnel discussion: Need for part-time Reference Librarian. Lots of turnover in the library world. Page program has been updated to include a set schedule and a one-year commitment.

Fidelity administrative needs have been resolved.

Public Participation

- n/a

Correspondence

- Thank you note from Annie regarding tuition reimbursement.
- Thank you note from a patron who received a commemorative bookmark.
- Extension of use of remote meetings without a quorum through March 31st.

Committee Reports

Budget

- FY24 budget will be on the October meeting agenda.
- Office equipment and network service (NOBLE) both at nearly 50% for FY23 but that is standard for this time of year because those expenses are front-loaded.

Building and Grounds

- The front steps will be investigated by the town once their equipment becomes available.
- No change in status of front sign upgrade.
- McDonald noted that numerous things within the building also need to be updated. She is contacting vendors on the state list. Barrett suggested Sardella as a vendor.
- The roof needs attention; the town is aware of that. It has been 25 years since the renovation: chairs need to be rebuilt; red room carpet update; pointing is needed on Avon St.
- McDonald to schedule a walk-around with the Building and Grounds committee and Dave.
- Increase in Melrose patrons coming in while their library was moved to a temporary location. The Melrose library renovation is expected to last a year.

Friends

Lominac attended the last meeting.

- Doing well: healthy bank account.

- They will cover the \$20K of expenses requested by McDonald (ie, year of museum passes; decorations; etc.).
- Board is stable and their first meeting was well attended.
- 350 members for FY22.
- June 2022 book sale brought in about \$11K.
- Started process of looking for new space for storage/book sale but can stay at Hurd through June 2023 book sale.

Gift Funds

- We wanted gift funds to recover after they had been spent down.
- Considering digitizing the Daily Item but it's expensive. That's the kind of project where gift funds could be considered.

Legislative Advocacy

- n/a

Personnel

- See above.

New Business

- Flag policy
 - Policy should be neutral because we can't imagine how a policy will come into play in the future. Needs to be legal to avoid being challenged in court.
 - Procedure is logistics of administering the policy. Want it to be as simple as possible for ease of administration.
 - This is coming up because the Town didn't have a second flagpole where they can hang flags that they had approved. The Town wants to erect a second pole where they can hang approved flags.
 - McDonald researched other libraries' flag policies across the country.
 - McDonald's recommendation is to confine policy to the outdoor poles (in the ground). Limit flags to the American flag, MA state flag, and Wakefield town flag.
 - Smaller poles (those attached to the front railings and Avon entrance) have been used for specific library promotion (ie, "Read," Blossoms).
 - Trustees are only responsible for this building (the library). The town is responsible for expressing town sentiment.
 - Flag policy is separate from meeting room policy. Discussion about differences between library sponsored/affiliated events, programs, and activities versus groups utilizing library meeting space.

- Discussion about referring to the Main St. railing and Avon St. flags as “library promotional banners.” Establish parameters (ie, size range) for these banners to adhere to town policies and safety regulations.
- Reference town policy (section 3) in library policy, and specify the two main flag poles on the plaza.
- Discussion about policy around public notice policy, potential confusion with promotional banner policy. Want the policies to be complementary.
- Libraries are held by different standards because, by statute, we are open and public to everyone.
- McDonald will share a draft of the policy for the October meeting. Discussion of creating a policy along with procedures document.
- Tom Mullen will review the policy.
- If there is no official Wakefield flag, should it be part of the policy?
- If there is no OSHA approved way of using the second flag pole, we should reconsider whether it should be used at all.
- There is a consensus to limit the use of the flag poles to the three flags: American, Massachusetts, and Wakefield.
- Disability Commission flag request
 - Request came in from an individual who went through the Human Rights Committee, but did not go through the Town Council. Trustees are just learning about the request today.
 - It can be flown during two months: July (Anniversary of Americans with Disabilities Act) and October (Disabilities Awareness Month).
 - There was discussion about whether or not to approve new requests like this while we are in the process of creating a policy. There was consensus to offer a Disability Awareness display within the library.
 - Gordon made a motion to deny the Disability Commission flag request for October 2022. Staiti seconded. Motion approved unanimously by roll call.

Items not reasonably anticipated by the chair

- Anticipate a big agenda for the October meeting.

Next Trustees meeting is October 26th.

Gordon made a motion to adjourn the meeting; Barrett seconded. Motion approved unanimously by roll call.

Meeting adjourned at 8:44 PM.