

Trustees of Everett Libraries

Minutes

Everett, MA

March 16, 2022

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Chairperson James LaVecchio called the meeting to order at 6:10 pm. In addition to James LaVecchio those in attendance were: Janet Colameta, Cristina DeMaria, Kim Ferrante, Mary Fiorentino, Monica Ford, Robin Kelly, Edna Micelin, Kevin Sheehan and Marlene Zizza  
Absent: Mark Correia, Stacy DeMaria, and Eleanor Gayhart

**Roll Call -enough for a quorum**

Library Director Kevin Sheehan presented Director's Report:

**Part-Time Library Assistant Search:**

We hired three new Part-time Library Assistants, who will be starting next week or the week after. One tested positive for Covid-19.

**Part-Time Reference Librarian:**

We interviewed three candidates for two positions, and offered the job to two candidates. One declined because we weren't offering enough hours or benefits. Another interview is scheduled next week.

**Other vacancies:**

I am working with the union to get a job description for a full-time Information Services Librarian. There is currently a vacancy, but I want to build into the position website maintenance, newsletter, and social media management.

**Phone system:**

The phone system is still going down sporadically. On a positive note, the wire department has been in running fiber optic lines to improve our infrastructure. It will enable Voice Over Internet Protocol phones.

**Lighting, landscape**

I will be working with Purchasing to get a project manager to manage lighting, building improvements, and landscape architecture for the library.

**LibCal:**

We have purchased and are setting up LibCal, an online calendar and event management system to enable patrons to register for programs. It will help us know how many to expect at a program, and to gauge interest in our different programs.

## **Programming:**

I am attaching a list of programs for March. I forwarded this on to [Deanna Deveney](#) to get the word out.

In anticipation of the boat dock project, I reached out to the author of *The Seven Seat* and other books on rowing, hoping to get a book talk when the dock is open.

## **ARPA grant**

Matt Lattanzi secured an American Rescue Plan Act grant for the libraries. I reached out to Roberto Vasquez who met with me and Catarina from the Connolly Center to discuss ESL classes geared towards resume writing and job seeking. No dates have been confirmed, but tentatively we would be looking toward the end of March to begin them.

I discovered that some also subscribe to Coursera. The MBLC would prefer that a substantial amount be used for individual, in-person programs, but that some of the money could certainly be used for those purposes. I will be speaking with a representative from Coursera to find out about pricing or alternative plans.

# *Calendar of Events at the Everett Public Libraries*

## *March 2022*

### **Parlin Memorial Library**

**Storytime (Portuguese and English).** Tuesdays, March 1st, 8th, 15th, and 22nd and 29th at 12pm. Visit the Parlin Library Children's Room to attend Storytime!

**Story and Craft.** Tuesdays, March 8th, 15th, and 22nd and 29th at 6pm. Email [akempkes@noblenet.org](mailto:akempkes@noblenet.org) to get a zoom link to attend. Take home crafts will be available starting a week before the program date. Crafts include making a bumble bee, jellyfish, paper clock and macrame wall art. First come, first served. Supplies are limited.

**Drama Club.** Wednesdays, March 2nd, 9th, 16th, and 23rd, 3pm. Visit the Parlin Library Children's Room to attend Storytime! No registration required. Suggested ages 6-14.

**Sleepy Storytime.** Wednesdays, March 2nd, 9th, 16th, and 23rd, 6:30pm. Email [akempkes@noblenet.org](mailto:akempkes@noblenet.org) to get a zoom link to attend a Bedtime Storytime. Get changed into

your PJs and get ready to blast off to space, travel through the jungle, and so much more every Wednesday before bed. No registration required. Suggested ages 2-6.

**Storytime and Singalong.** Wednesdays, March 9th, 16th, and 23rd, 11am. Come to the Parlin Library and listen to picture books, sing songs, dance around and more. Suggested ages 2-6. No registration required.

**Nintendo Switch Games.** Thursdays, March 10th, 17th, and 24th at 3pm. Visit the Parlin Library Children's Room to attend play on our Switch! Bring your own games or play Smash, Splatoon 2, Mario Kart and more with friends! No registration required. Ages 10-18 only.

**Library March Scavenger Hunt.** All of March come to the Parlin Library Children's Room for a scavenger hunt! Pick up a treasure map from the front desk and find all of the hidden figures around the Children's Room! Stop by the circulation desk for a sticker prize when you finish! For all ages.

**Toddler Sensory Stations.** Monday, March 7th, 14th, 21st, and 28th, 10am. Drop by the Parlin Library for some guided play. Stations might include paint, musical instruments, shaving cream, water and ice, blocks, and more! Suggested ages 2-5. No registration required.

**Get Crafty for St. Patrick's Day!** Friday, March 11th at 3pm. Come make a St. Patrick's Day Craft with Gayle! Make sure to wear green! Supplies are limited. First come, first served.

**Rainmaker Craft and Music Program.** Friday, March 14th, 3pm. Come in the afternoon to the Parlin Library Children's Room to paint and make a rainmaker! Then let's all use them to sing and dance. Registration is not required. Suggested ages 4-8.

**Wind Chime Craft!** Friday, March 25th at 3 pm. It's about to be spring and the wind is blowing! Let's make a wind chime in the Children's Department. Supplies are limited. First come, first served.

**Parlin Book Group,** Monday, March 25th at 6:00 pm. In **The Flight Attendant,** by Chris Bohjalian, a young woman wakes up in a hotel room beside a dead body. Did she kill him? If not, who did? Via Zoom. For Book Loving Adults 18+ Call Kathleen at (617) 394 2300, or send an email, [slipp@noblenet.org](mailto:slipp@noblenet.org), for the Zoom link.

## **Shute Memorial Library**

**Resume Writing.** Do you need help sprucing up an old resume or creating a new one? Sign up for a thirty minute appointment from Monday to Friday at the Shute Memorial Library. By appointment only. Please call the Shute Library Information Desk at 617-394-2308 to register for an appointment time slot.

**Computer 101 Training.** Not familiar with the computer? Learn the basics of how to start up and shut down a computer, perform mouse and keyboard functions, use applications, learn Microsoft Word, navigate the internet, set up an email account, and more! Register for a thirty

minute appointment from Monday to Friday. Please call the Shute Library Information Desk at 617-394-2302 to register for an appointment time slot.

**Story Time.** Thursdays, March 3rd, 10th, 17th, and 24th at 12 PM. Visit the Shute Memorial Library Children's Room to attend Storytime with Vera! No registration required.

### **OLD BUSINESS**

Ongoing project lead by Trustees Stacy and Cristina DeMaria: Kathleen Donnelly room update. Trustee Cristina DeMaria working with Lowe's. Working on finalizing room. Trustee Fiorentino purchased some American Airlines airplanes to hang in room. Need to plan room dedication once room is completed.

Ongoing project/proposal by Trustees Michelin and Correia: Mr. Parlin's picture-tabling discussion to next meeting

Ongoing project by All trustees: Patio redesign-feasibility study to be done-no new updates

Ongoing proposal by Trustee Fiorentino: That New City Treasurer Monica Ford will review our funds with trustees in future meeting.

Proposal by James LaVecchio to discuss potential liaison from library to work with Everett Public Schools-turfed to next meeting

Follow up to Trustee Kelly's proposal to officially recognize Past Acting Director Matt Lattanzi and past employee Pat Badalato. Trustee Kelly bought cards which were signed and to be sent. Trustee Colameta also to order flowers to be sent to Pat Badalato and sending thank you card to Matt Lattanzi.

Working groups for projects:

- Buildings and grounds: Trustees Stacy DeMaria, Cristina DeMaria, Edna Michelin, Robin Kelly and Mary Fiorentino
- Marketing: Trustees Jimmy LaVecchio, Janet Colameta, Kim Ferrante
- Programming: Trustees Mark Correia, Eleanor Gayhart and Marlene Zizza

Trustee Zizza made motion to adjourn at 7:04 pm and Trustee Cristina DeMaria seconded it

Next meeting Wednesday April 6, 2022 at 6 pm at Parlin Library Conference Room