

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MAY 22, 2023, 7:00 PM

VIA ZOOM

PRESENT: Jayne Smallman, Vice-Chair, Carolyn Anderson, Christina Eckert, Rachel Pelley, Denae Ramos-Pachucki, Kevin Bourque, Director

ABSENT: John Paul Ryan, Chair, Amanda LaMantia

CALL TO ORDER: J. Smallman, Vice-Chair called the meeting to order at 7:05 PM and informed all that this meeting is being video, and audio recorded and that in accordance with the Governor's emergency orders of March 12th and 15th 2020, this public meeting and/or hearing will be conducted via remote participation.

No in-person attendance by members of the public will be permitted, **HOWEVER**, the public is able to listen to and/or view this meeting virtually through the remote participation link provided on this meeting's agenda as posted on the Town's website calendar.

The agenda provides a meeting specific ID number required for virtual attendance via Zoom. In addition, all members please be aware that all votes must be roll call votes.

ATTENDANCE ROLL CALL: Smallman present, Anderson present, Eckert present, Pelley present, Ramos-Pachucki present.

REORGANIZATION OF THE BOARD:

MOTION: J. Smallman made a motion seconded by R. Pelley to table the reorganization of the board until the June 26 meeting when all members will be present. The vote was unanimously approved.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, Pelley yes, Ramos-Pachucki yes.

SECRETARY'S MINUTES: Charlene Mead – The Boxford Town Library Trustees' Minutes of the April 10, 2023 Meeting were transmitted electronically to the Trustees on April 13.

MOTION: D. Ramos-Pachucki made a motion, seconded by J. Smallman to approve the minutes as presented of the Boxford Town Library Trustees' Meeting of April 10, 2023. The vote was unanimously approved.

ROLL CALL: Smallman yes, Eckert yes, Pelley yes, Ramos-Pachucki yes.

DIRECTOR'S REPORT: K. Bourque

The Director went through the report providing detail for the new Trustee, Carolyn Anderson.

- **Fund Balances**
 - **Library Grant from State**
 - **Library Stabilization Fund (funds based on the appraisal of 10 Elm property value)**

- The 4 gift funds are used at the discretion of the Director
- April Programming
 - Chart provides a snap shot of programming attendance
- Upcoming Programming
 - For Children:
 - Boxford Town Library's 2023 Summer Reading Program for Kids—using a megaphone logo
 - Find Your Voice—not only verbally
 - Comedy Juggler Bryson Lang – Show for Kids, Monday June 26, 3 PM
 - Lego Club Monday, June 22, 4 PM—Zoo Theme
 - For Adults:
 - The House of Lincoln—Author, Nancy Horan in conversation with Therese Fowler. Wednesday, June 28th 7:00-8:00 PM virtual program
- Staff
 - Meetings
 - Consortium, Regional, Statewide and local meetings were listed.
 - Training
 - Learning Anew in 2023 April Training
 - 18 hours of Professional Development in the following areas:
 - Readers Advisory
 - Cybersecurity
 - At the May MVLC Membership Meeting, Kevin Bourque was elected to serve on the MVLC Executive Board as an At-Large Member. The term begins in July
- Apple Fest September 16 from 10 to 3
 - Registration indicated that it will be a fund raising event
 - Library themed tumblers will be for sale
 - Volunteers will be needed
- Circulation Trends
 - Indicates typical highs and lows
- Circulation by Fiscal Year
 - Slow growth pattern from pandemic accommodated by staff
- Usage Statistics
 - Patron Count 2209
 - Circulation 5278 OverDrive, in-person, Hoopla, Museum Passes
- Network transfers out to MVLC
 - Total 1466
- Program Attendance
 - At pre-pandemic levels

SPECIAL EVENTS SUBCOMMITTEE REPORT: K. Bourque

- Tri-Town Pride Parade & Community on the Common Event
 - The Boxford Trustees are sponsoring the Drag Queen Story Hour on the Common with the EDI Gift Fund

- Drag Queen will be reading the following books:
 - Miss Rita, Mystery Reader
 - Chicka Chicka Boom Boom
 - Rainbow Fish
- In addition to sponsoring the Story Hour we are looking for Trustees to walk in the parade and participate in the Common Event
 - C. Anderson, C. Eckert, and D. Ramos-Pachucki volunteered.
 - J. Smallman will set up
- We will be selling items to replenish the EDI Fund
- Flyers with Pride Awareness resources for children, teens, and adults will be distributed
 - Also “All Welcome” magnets and “Rainbow” wrist bands will be handed out

BUILDING & GROUNDS SUBCOMMITTEE REPORT: J. Smallman, K. Bourque

- DPW Director, Chris Olbrot, Selectman Peter Perkins, Kevin Bourque, Library Director and Jayne Smallman, Library Trustee met to place a mockup sign (created by K. Bourque) on the lawn in front of the Town Hall/Library to determine the best placement of the proposed sign.
- Photos of the “sign” approaching the Town Hall/Town Library from Spofford Road and from the Police Station were viewed.
 - Confirmation of the placement to be determined before ordering the sign.

REQUEST TO MODIFY JULY 3, 2023, LIBRARY SCHEDULE: K. Bourque

- The Independence Day Holiday falls on a Tuesday this year. Monday is still considered a workday. It is not one of the Town’s recognized holidays. Also, due to how the holiday falls, it is not possible for the staff to work their regular workweek hours and have the library close on Monday, July 3. If we were to shorten the schedule, more people who desire to use accrued time off could do so and still allow for efficient library operations.
- Modifying the schedule to 10:00 AM to 3:00 PM would still allow the library to function effectively. The library follows this schedule on Saturdays. Two staff members are able to provide the necessary functions and meet the needs of library patrons on Saturdays and in the evening. This is due to the decreased foot traffic. Since July 3rd falls in the midst of a traditionally low volume and foot traffic week, I anticipate the level of activity will mirror that of weeknights and Saturdays.
- The modification of the library’s hours of operation will also not give the library staff any additional benefit over the other members of their collective bargaining group. Library staff will still be able to work their entire work week hours within the pay period.

MOTION: C. Eckert made a motion, seconded by D. Ramos-Pachucki to modify the schedule for Monday, July 3, 2023, to be open to the public from 10:00 AM to 3:00 PM. The vote was unanimously approved.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, Pelley yes, Ramos-Pachucki yes.

NEW BUSINESS: J. Smallman

- Would like to see town committees refer to the building as the Town Hall/Town Library

- Documentation of this preference may start an awareness.
- This will be a continuing education process.

ADJOURNMENT:

MOTION: C. Eckert made a motion, seconded by D. Ramos-Pachucki to adjourn the meeting. The vote was unanimous.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, Pelley yes, Ramos-Pachucki yes

The Meeting adjourned at 7:54 PM

NEXT MEETING: June 26, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Boxford Town Library Trustees' Meeting Minutes of April 10, 2023

Directors Report

Views of proposed sign location with mock-up

Sign Estimate

Town Hall/Library Sign

Request to Modify Library Schedule on Monday, July 3, 2023

Accepted as presented on: June 26, 2023