

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**FEBRUARY 15, 2022, 07:00 PM**

**VIRTUAL via ZOOM**

**PRESENT:** John Paul Ryan, Chair, Amanda LaMantia, Rachel Pelley, Denae Ramos-Pachucki, Kevin Bourque, Director

**ABSENT:** Glendon Ayer, Jayne Smallman, Antigoni Woodland

**CALL TO ORDER:** J. P. Ryan called the meeting to order at 7:04 PM

I call this meeting to order and inform all that this meeting is being video, and audio recorded and that in accordance with the Governor's emergency orders of March 12<sup>th</sup> and 15<sup>th</sup>, 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.

**ROLL CALL:** Ryan present, LaMantia present, Pelley present, Ramos-Pachucki present

**SECRETARY'S MINUTES:** Charlene Mead—January 10, 2022, Boxford Town Library Trustees' Meeting Minutes

**MOTION:** A. LaMantia made a motion, seconded by R. Pelley, to accept the minutes of January 10, 2022, Boxford Town Library Trustees' meeting as presented.

**ROLL CALL:** Ryan yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes

**DIRECTOR'S REPORT:** K. Bourque

- **Fund Balances Healthy:**
  - Library Grant will decrease next month by 4,000 for the Website
- **Circulation:**
  - January a good month
  - Increase of about 1,000 over previous years
  - Overdrive is popular
  - Patrons like the space and are finding more materials

With no further questions the report is submitted as transmitted.

**UPDATE ON TOWN HALL/LIBRARY FACILITY:** K. Bourque

- Working with DPW carpenter to install the wall cabinets in the workroom

- Then the reconfiguration will be finished

**LIBRARY WEBSITE: K. Bourque**

- **Civic+ Website Designer:**
  - Working with content designer and web builder
  - Creating basic pages plus datamining content from old website
  - New dropdown menus, links, scroll and click to see catalog
  - Linked to Town website demonstrates Library is integrated into town government
  - Slide show images of places around town
  - Have ability to make changes vs contacting web builder
  - Hosting costs and updates are in the Town Budget
  - March 7 Staff members, Cindy and Beth will learn how to manage the website
  - March 14<sup>th</sup> we will be ready to go
  - Marketing new website on social media etc.

**POLICY REVIEW SUBCOMMITTEE: A. LaMantia, K. Bourque**

- **Collection Development Policy**

**MOTION:** J.P. Ryan made a motion, seconded by A. LaMantia to accept the Collection Development Policy as presented.

**ROLL CALL:** Ryan yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes

**SPECIAL EVENTS SUBCOMMITTEE: J.P. Ryan, K. Bourque**

- **Summer Night Movie**
  - Open up previous committee: J.P. Ryan, J. Smallman, A. Woodland, K. Bourque
  - Projected on Library screen by woods
  - Free
  - Sponsored by the Trustees
  - Possibly do with Topsfield or other libraries
- **Development of EDI Programming**
  - Look into an (EDI) Equity, Diversity, Inclusion theme
  - Next Committee meeting
    - Explore way to go forward
    - Develop EDI policy?

**STRATEGIC PLANNING SUBCOMMITTEE UPDATE: D. Ramos-Pachucki, K. Bourque**

- **Three-year Long-Range Plan**
  - Committee consists of 3 Trustees, 2 Staff, Linda Shea and K. Bourque

- Five are Boxford residents, 3 have library degrees, 5 have knowledge of the town.
- We will be watching a webinar on new ways for public engagement at our first meeting.
  - Strategies: how to get information out and develop a survey
- The Development Process:
  - March – April—how to gather information
  - May-- fill out surveys
  - June-- plan to market surveys
  - July—staff review data
  - September—Trustees receive Three-Year Long-Range Plan
    - Trustees vote on plan
    - Deliver to MLC (Board of Massachusetts Library Commissioners)
- J.P. Ryan suggested that Linda Shea a former Trustee Chair and certified librarian be given a thank you gift for Chairing this committee. J. Smallman will be in charge of the gift.

**OTHER BUSINESS: J.P. Ryan and K. Bourque**

- Need to discuss the Governor’s Emergency Orders of March 12<sup>th</sup> and 15<sup>th</sup> 2020 allowing us to meet via Zoom will expire in March.
  - Determine suitable spacious meeting area for April meeting
    - Conference Room #2 is not suitable.
  - Trustees’ packet will be distributed electronically only
    - Use of projector could be used at meetings
- K. Bourque announcement:
  - March 10 will be the inaugural all staff event
    - Chief Geiger will present a 1 ½ -- 2-hour program
      - Basic first aid
      - Defibrillator use
      - Medical crisis
      - Non-certifiable CPR
    - An opportunity to be certified will be offered
  - Staff Meeting
    - Self-paced learning opportunities

**MOTION:** J.P. made a motion, seconded by D. Ramos-Pachucki to change the library hours on Thursday, March 10, 2022, to 9:00 AM to 12 Noon to allow library staff to participate.

**ROLL CALL:** J.P. Ryan yes, A. LaMantia yes, Pelley yes, D. Ramos-Pachucki

J.P. Ryan on behalf of the Trustees congratulated Director, Kevin Bourque, on his appointment as Northeast Regional Representative to the Association for Rural and Small Libraries. It is an honor to be selected to serve on a national library organization and recognizes the work that he has done for the Town of Boxford and the MVLC.

Kevin thanked the Trustees and said he looks forward to working with this wonderful committee and looks forward to working on library issues and the opportunity for professional development.

**ADJOURNMENT:**

**MOTION:** J. P. Ryan made a motion, seconded by A. LaMantia to adjourn the meeting.

**ROLL CALL:** J.P. Ryan yes, A. LaMantia yes, Pelley yes, D. Ramos-Pachucki yes

The meeting adjourned at 7:55 PM

**NEXT MEETING:** March 14, 2022, at 7:00 PM

Respectfully submitted

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Minutes

Website

Collection Development Policy

Accepted as presented on: March 14, 2022



