

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MARCH 14, 2022, 7:00 PM

VIRTUAL via ZOOM

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Rachel Pelley, Denae Ramos-Pachucki, Antigoni Woodland, Kevin Bourque, Director

ABSENT: Glendon Ayers, Amanda LaMantia

CALL TO ORDER: J.P. Ryan called the meeting to order at 7:11 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 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.

ROLL CALL: Ryan present, Smallman present, Pelley present, Ramos-Pachucki present, Woodland present

SECRETARY'S MINUTES: Charlene Mead—February 15, 2022, Boxford Town Library Trustees' Meeting Minutes

MOTION: A. Woodland made a motion seconded by J. Smallman to approve the February 15, 2022, Boxford Town Library Trustees' Meeting Minutes as presented.

ROLL CALL: Ryan yes, Smallman yes, Pelley yes, Ramos-Pachucki yes, Woodland yes

DIRECTOR'S REPORT: K. Bourque

- Fund Balances
 - Library Stabilization \$0.39 left over from the building project
 - Library Grant \$4, 523.31 reflects the \$4,000 for the Website
 - Second half of annual grant \$4,400 is expected in April/June
- Circulation
 - Rebounding following two years of virtual services
 - Trending higher than FY 20 and 21
- March 10 Staff Meeting received positive feedback
 - Chief Geiger's presentation was excellent
 - Staff feels prepared to handle emergency medical situation until ambulance arrives
 - Staff Self-Paced Professional Development Plan presented
 - Staff will be engaged in the process with a goal of 60 hours per quarter

With no further questions the report is submitted as presented.

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

- Wall cabinets in the workroom are being installed as we meet.
 - That is the last official project of the renovation
- Signage Issue
 - Our present signage needs to be improved to facilitate patrons
 - A proposal will be submitted to the Trustees at the next meeting
- Mural
 - Ciara, the artist, estimates the supplies to cost \$300. She will be reimbursed for this expense
 - J.P. Ryan plans to donate the \$300. If any of the Trustees would like to contribute, let the Chair know.
 - April 11 is Ciara's start date.
 - Marketing will be done on the website

LIBRARY WEBSITE PREVIEW: K. Bourque

- A live website preview was given demonstrating the topics covered, user friendliness, and flexibility in updating the website
- Suggestions for the "How Do I?" tab can be sent to K. Bourque
- When the Town updates, ours will be updated also.
- Website will be good to go on Friday.

DISCUSSION OF LIBRARY PROGRAM PRESENTERS: K. Bourque

- Resources:
 - Staff:
 - Kevin Bourque, Library Director
 - TriTown Collaborations & Special Events
 - Josh Kennedy, Children's Librarian
 - Children's programming
 - Beth Safford, Research Librarian
 - Adult Programming
 - Funding:
 - Operations Budget
 - Gifts & Donation Account
 - Library State Grant Account
 - Boxford Cultural Council (BCC)
 - Program Presenter Recruitment Strategy
 - Both Josh and Beth belong to library programmer email lists and discussion groups specific to the age groups they service
 - Josh and Beth choose presenters that are vetted
 - By the library programmers throughout the state
 - Fit into their budget
 - Agree to accept a presenter that has applied for a BCC grant using the above criteria for vetting.

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

- J.P. Ryan, J. Smallman, and A. Woodland met and decided on the first event to be an Outdoor Movie Night
 - July 21 with July 28 rain date
 - Movie to be determined
 - Library license does not require an extra fee
 - Movie must be shown right behind Town Hall on Library property
 - Seated and drive-in venues
 - Marketing Committee: A. Woodland
 - Food Vendors by DPW
 - Benson's Ice Cream
 - West Boxford Provisions
 - Community Kitchen
- Second Event
 - EDI (Equity, Diversity, Inclusion) Focus
 - J.P. Ryan showed a Drag Queen Story Hour (DQSH) Video
 - Drag Queen reads a book
 - All are welcome
 - Sing songs
 - Arts/Crafts
 - Lincoln Hall might be the first site
 - June 2 or 9 in the afternoon

MOTION: J.P. Ryan made a motion seconded by A. Woodland to support the library's first EDI program by bringing DQSH to Boxford in June during Pride Month.

ROLL CALL: Ryan yes, Smallman yes, Pelley yes, Ramos-Pachucki yes, Woodland yes

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

- Long Range Plan For Gathering Information
 - Formulate questions for survey
 - May: Focus groups
 - Staff
 - Trustees
 - Stakeholders
 - Meet with COA (Council On Aging)
 - Trustees participate in Wednesday BBQ's
 - An opportunity to get in the public eye and get surveys filled out
 - Trustees with surveys at West Boxford Provisions, Second Church, Boxford Community Kitchen
 - Encourage citizens to fill out survey
 - Offer an incentive?
 - Survey information to be distilled in a template for the Long Range Plan

- Plan presented to Trustees in August for review
- September vote on plan
- October deliver to Massachusetts Board of Library Commissioners

NEXT MEETING DATE: J. P. Ryan, K. Bourque

- April 11 is the next meeting date. However, K. Bourque will be in Columbus, Ohio, April 10, 11, 12 as the Northeast Regional Representative to the Association for Rural and Small Libraries.

MOTION: J.P. Ryan made a motion seconded by J. Smallman to hold the April meeting on Wednesday, April 13, 2022

ROLL CALL: Ryan yes, Smallman yes, Pelley yes, Ramos-Pachucki yes, Woodland yes

OTHER BUSINESS: J.P. Ryan

- Butterflies--during the mural process:
 - Have 25 caterpillars outside the Children's Room
 - Children will be able to see them become butterflies
 - Have a speaker on butterflies
 - Let them go
 - Turn the Library Garden into a butterfly garden
 - Look for a Landscaper interested in adopting it
- Future Meeting Format:
 - The Governor has extended his Emergency Order of March 12th and 15th, 2020, for meetings to be conducted via remote participation until July 2022.
 - Discussion followed by unanimous consent to continue remote participation.

ADJOURNMENT:

MOTION: A. Woodland made a motion, seconded by J. Smallman to adjourn.

ROLL CALL: Ryan yes, Smallman yes, Pelley yes, Ramos-Pachucki yes, Woodland yes

The meeting adjourned at 8:15 PM

NEXT MEETING: Wednesday, April 13, 2022, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

February 15, 2022, Boxford Town Library Trustees' Meeting Minutes

Library Website

Boxford Town Library Programming Resources and Presenter Information

Accepted as presented on: May 9, 2022