

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

JUNE 13, 2022, 7:00 PM

VIRTUAL VIA ZOOM

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

CALL TO ORDER: Chair J.P. Ryan called the meeting to order at 7:00 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.

REORGANIZE THE BOARD: J.P. Ryan

MOTION: J. Smallman made a motion seconded by A. Woodland to nominate John Paul Ryan as Chair of the Boxford Town Library Trustees for a three-year term.

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

MOTION: J.P. Ryan made a motion seconded by D. Ramos-Pachucki to nominate Jayne Smallman as Vice-Chair of the Boxford Town Library Trustees for a three-year term.

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

SECRETARY'S MINUTES: Charlene Mead—May 9, 2022, Boxford Town Library Trustees' Meeting Minutes.

MOTION: A. Woodland made a motion seconded by J. Smallman to accept the minutes of the May 9, 2022; Boxford Town Library Trustees' Meeting as amended.

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

DIRECTOR'S REPORT: K. Bourque

- Programming
 - We have reconnected with the COA after COVID restrictions
 - The COA Mystery Book Club is up and running
 - Lego numbers are back up to pre-pandemic numbers with no Covid issues
 - Hope to bring CFCE Music and Movement back in person
- Circulation
 - Another month over 5000!

- We are getting back to rebuilding since 2015 with healthy returns since opening
- Staff
 - Learning Anew in 2022 May Training
 - 20 hours of Professional Development

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

- Movie Night on the Library Lawn
 - Made possible through Tri-Town Collaboration with Tri-Town Solidarity
 - Saturday, June 25, 7:00 PM
 - Audience: Teens & Adults
 - Movie: Hidden Figures (Academy Award Winning Film)
 - Movie License stipulates advertising on Web Site only
 - Library holds the license, Director, K. Bourque will be showing the movie at 8:00 PM
 - Food Trucks will be available
- Drag Queen Story Hour—A Fun-Filled Hour of Stories, Songs, Dance and Activities
 - Wednesday, June 15, 4:00 – 5:00 PM
 - Second Congregational Church Hall, 173 Washington Street, West Boxford
 - New location due to overwhelming positive response!
 - Audience: All ages are welcome
 - Bottles of water, selfie station, balloons available
 - Follow Up:
 - “What did I learn at Story Hour” to be posted at library
 - There have been positive and negative comments on social media regarding this program
 - Chair J.P. Ryan read three positive e-mails that he received from Boxford residents.
- Family Movie Thursday, July 21, 7:00 – 9:00 PM
 - Free Food
 - Bottled water, Bensons’ Ice Cream, Bags of Pop Corn, Candy Bars
 - Trustees will take turns distributing food

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

- Strategic Plan—5 Step Process
 - Information gathering is complete with 535 residents participating
 - Breaking down of data into actionable items
 - Sub-committee review to see if still relevant to our mission and vision
 - July into August, staff and director will bring objectives to move the library forward through a well thought out plan for 2024,2025,2026
 - Trustees can offer suggestions
 - Vote for approval will be held in September
- Drawing Results From 2022 Community Feedback Survey Participants
 - 449 names were submitted

The winners will be notified tomorrow and can pick up their prizes at the Circulation Desk

DISCUSS TRUSTEE VACANCY SEARCH PROCESS: J.P. Ryan

- Glendon Ayers submitted his resignation three weeks ago.
 - Chair J.P. Ryan thanked Glen for his service on the Board of Trustees.
- There is a vacancy on the Board and five people have applied for the position
- A Board Meeting will be held on Thursday, June 16, 2022, to conduct the interviews
 - The interviews will be 15 minutes with four questions asked by Trustees
- Director K. Bourque will send the interview schedule to candidates
 - Candidates will be in the waiting room until their interview and will leave after their interview
- Discussion of candidates will follow the last interview
- A joint meeting with the Select Board will be on Monday, June 27, at which time the candidate will be presented to the Select Board and upon approval, the Library and Select Boards will hold roll call votes.

OTHER BUSINESS: K. Bourque

- Mural by Ciara Smith
 - We took a “walk” through the mural moving from the fantastical to real noting:
 - Ethnicity, a prosthetic leg, hearing aids, a diabetes bracelet etc.
 - A naming contest will be held for the Dragon
 - The mural is a great asset to the Children’s’ Room

OTHER BUSINESS: A. Woodland

- Gift Fund
 - In response to the Drag Queen program, the Trustees received \$700. For the program
 - A. Woodland researched the best way to handle the gift
 - The Town Treasurer suggested a Gift Fund which would need approval from the Select Board.
 - Any interest earned from the fund would go to the General Fund of the Town
 - Discussion followed

MOTION: A. Woodland made a motion seconded by J.P. Ryan to create an EDI (Equity Diversity Inclusion) Gift Fund for the \$700.

ROLL CALL: Ryan yes, Smallman yes, LaMantia yes, Pelley yes, Ramos-Pawchucki yes, Woodland yes

- EDI Gift Fund Rules

MOTION: A. Woodland made a motion seconded by J.P. Ryan that the EDI Gift Fund be used specifically for EDI programming and/or books & materials purchases.

ROLL CALL: Ryan yes, Smallman yes, LaMantia yes, Pelley yes, Ramos-Pawchucki yes, Woodland yes

- Masconomet Awards Ceremony

- There was a Library Trustee Scholarship given by one of the Tri-Town Libraries
- Should Boxford Library Trustees give a Scholarship?
- Discuss at next meeting after research

MOTION: J.P. Ryan made a motion seconded by D. Ramos-Pawchucki to task the Director, K. Bourque to research how to create a Boxford Town Library Trustee Scholarship for a Masconomet senior.

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

ADJOURNMENT

MOTION: J. Smallman made a motion seconded by D. Ramos-Pachucki to adjourn the meeting

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

The meeting adjourned at 8:25 PM

NEXT MEETING: June 16, 2022 at 7:00 PM Interviews, June 27, 2022 at 7:00 PM Joint Meeting with Select Board, July 11, 2022 at 7:00 PM regular meeting via Zoom

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

May 9, 2022, Boxford Town Library Trustees' Meeting Minutes

Director's Report

Drawing Results from 2022 Community Feedback Survey Participants

Letters of recommendation for our trustee vacancy candidate

Letters of support for Drag Queen Story Hour.

Application letters for Trustee Vacancy

Interview Questions

Accepted as presented on: July 11, 2022