

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

APRIL 10, 2023, 7:00 PM

Via Zoom

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

ABSENT: Rachel Pelley

CALL TO ORDER: J.P. Ryan, Chair, called the meeting to order at 7:06 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: Ryan present, Smallman present, LaMantia present, Ramos-Pachucki present, Woodland present.

SECRETARY'S MINUTES: Charlene Mead – March 13, 2023, Boxford Town Library Trustees' Meeting Minutes were transmitted to the Trustees on March 15, 2023.

MOTION: J. Smallman made a motion, seconded by D. Ramos-Pachucki to accept as presented the March 13, 2023, Boxford Town Library Trustees' Meeting. The vote was unanimous.

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

DIRECTOR'S REPORT: K. Bourque

- **Circulation:**
 - March was over 4500.
 - Library circulation on a good trend for the year
- **Programs:**
 - Children continue to pull in large numbers.
 - Music & Movement provided by CFCE is a big hit with 260 participants.
 - Winter Craft Series with Karen 110 participants with caregivers.
 - Winter Craft will continue through May and be back in October.
 - Adults are slow in coming back.
 - Dirtbag Massachusetts had 13 attendees.
 - Ten adults are good for a discussion.
 - Staff:

- K. Bourque will be on vacation April 15 – 23, 2023
 - Josh Kennedy will be the primary contact for the library.

With no further questions, the Director's Report is submitted as transmitted.

EXECUTIVE COMMITTEE REPORT:

- Boxford Town Library Rules – Chief Riter language suggestions on #4
 - Executive Committee recommends Chief Riter #4 suggestions to include “rifle and dangerous weapons.”

MOTION: J.P. Ryan made a motion, seconded by A. Woodland, to edit the change suggested by Chief Riter to Rule #4 in Boxford Town Library Rules.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes. The motion passed unanimously.

- Library Closure for Third Quarter Staff Professional Development Event on April 5.
 - Executive Committee recommended approval of Library Closure from 12 – 4 PM for April 5.

MOTION: J. Smallman made a motion, seconded by D. Ramos-Pachucki, to approve the Library Closure for Third Quarter Staff Professional Development Event on April 5.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes. The motion passed unanimously.

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

- Earth Day April 29, 11 AM – 3 PM
 - Set-up 10:30 AM, Break-down 3 PM
 - Volunteers: K. Bourque, D. Ramos-Pachucki, C. Eckert, J. Smallman
- Apple Festival
 - Registration will be sent in
 - Limited Edition Tumblers of mural will be sold
 - Fund-Raising Chair, C. Eckert, is stepping down as Chair.
 - New Chair will be addressed at the May meeting.
- Tri-Town Pride Parade June 4th in Topsfield 1 PM – 3 PM
 - Special Events Subcommittee met and made the decision to give away at the parade:
 - Flags, rainbow wrist bands with Boxford Library Insignia, magnets, bead and flower leis
 - A \$100 donation has been received for the EDI Fund.
 - Donations for the event may be made online.
 - Three different Pride mug designs will be sold.
 - The Event will include:
 - Parade, Creative Coop Plays, climate speeches and end with the Boxford Library Trustees sponsored Drag Queen Story Time at the Pagoda on the Common.
 - Volunteers: J.P. Ryan, J. Smallman, C. Eckert, D. Ramos-Pachucki

**REQUEST FOR LIBRARY CLOSURE FOR FOURTH QUARTER STAFF PROFESSIONAL DEVELOPMENT EVENT:
K. Bourque**

- **Request to approve the closure of the Library on May 10, 2023, from Noon to 3:00 PM.**
 - This closure will allow the staff to take their lunch break, participate in an all-staff training and Staff meeting.
 - The All-Staff Training event from 1:00 – 2:00 PM will be given by Charles Kostro, Essex County Retirement System representative, on how the retirement system works with an opportunity to ask questions. All benefit eligible Town employees are invited to attend.
 - An All-Staff Meeting will follow the presentation.

MOTION: J.P. Ryan made a motion, seconded by J. Smallman, for the library to be open on May 10 from 9 AM – Noon and open again from 4 PM – 7 PM to allow for lunch and 4th Quarter Staff Development and Staff meeting from Noon – 4 PM.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes. The motion passed unanimously.

OTHER BUSINESS: K. Bourque

- **Announcement:**
 - **Joint Hybrid Meeting of Library Trustees with Select Board April 24 at 7 PM**
 - **Purpose: To discuss Library/Town Hall Sign**
 - If lacking quorum, still discuss, but no vote.
 - If quorum, voting could take place.
 - J. Smallman and Director Bourque will be present.
- **Meeting Dates:**
 - May meeting scheduled for 8th, propose changing to 22nd
 - June meeting scheduled for 12th, propose changing to 26th
 - Next meeting will be September 11.

MOTION: J. Smallman made a motion, seconded by D. Ramos-Pachucki to change the Boxford Town Library Trustees' meeting dates from May 8th to May 22nd and June 12th meeting to June 26th.

ROLL CALL: Ryan no, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes. Woodland yes. The motion passed.

ADJOURNMENT: The meeting adjourned at 7:55 PM

MOTION: J. Smallman made a motion, seconded by C. Eckert to adjourn the meeting.

This is the last meeting with Antigoni Woodland, and she will be greatly missed. Antigoni has contributed so much to our Board. She has been invited to come back to the library whenever she is in town.

**ROLL CALL: Ryan no, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes.
The motion passed.**

NEXT MEETING: May 22 at 7PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Boxford Town Library Trustees' Meeting Minutes of March 13, 2023

Director's Report

Boxford Town Library Rules

Library Closure for Third Quarter Staff Professional Development Event

Request for Library Closure for Fourth Quarter Staff Professional Development Event

Accepted as presented on: May 22, 2023