

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MARCH 13, 2023, 7:00 PM

Via Zoom

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

ABSENT: Amanda LaMantia

CALL TO ORDER: J. P Ryan, Chair, called the meeting to order at 7:15 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, Pelley present, Ramos-Pachucki present, Woodland present.

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

MOTION: J. Smallman made a motion, seconded by A. Woodland to approve as presented the February 13, 2023, Boxford Town Library Trustees' Meeting Minutes. The vote was approved unanimously.

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

DIRECTOR'S REPORT: K. Bourque

- **Fund Balances:**
 - Still using Library Grant to cover Office Supplies
 - Balance of Grant (Approx. \$7,400) will be received in April
 - No change in Gift Fund and Library EDI Gift Fund Balances
- **Circulation:**
 - Highest February since recording initiated in FY 2016 by present Director.

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

BOXFORD TOWN LIBRARY TRUSTEE BY-LAWS: J. P. Ryan, K. Bourque

MOTION: J. Smallman made a motion, seconded by D. Ramos-Pachucki to approve the Trustees' Handbook—Bylaws as amended on March 13, 2023. The vote was unanimous.

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

K. Bourque, Director will post the amended and post bylaws on the library website.

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

- **Boxford Town Library Rules – discussion continued**
 - Mark R. Reich, Esq. legal opinion regarding prohibiting weapons in the library was discussed and examples of preemption were cited: Massachusetts Home Rule, Government Buildings protection and examples of other states prohibition of firearms and weapons.
 - Conclusion: The Director, K. Bourque recommends the Board of Trustees has the ability to prohibit firearms and weapons in the library.

MOTION: J.P. Ryan made a motion, seconded by A. Woodland for the Boxford Town Library Rules #4 to state: “Possession and use of firearms and weapons by residents and patrons is forbidden in the library.”

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

MOTION: J.P. Ryan made a motion, seconded by A. Woodland to approve the Boxford Town Library Rules as amended on March 13, 2023.

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

K. Bourque, Director will post the amended policy on the library website.

NOTE: Christina Eckert joined the meeting at this time.

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

- **Town Hall/Library Sign**
 - J. Smallman presented 6 proposed designs for the sign in different colors, type and style. The green sign displayed on the granite posts was chosen by the trustees.
 - The estimate from Dawn’s Sign Tech, Inc. of North Andover is \$8,342.
 - The Town’s State tax exemption will bring the total down to \$7,940.

MOTION: J. Smallman made a motion, seconded by C. Eckert to approve the proposal as presented to go before the Select Board for their approval.

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

The Chair has been in contact with the Select Chair who suggests the Trustees get on their agenda in late April to ask for their support.

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

- **Earth Day**
 - Saturday April 29, 2023, 11 AM – 3 PM
 - Library Staff will be in the Library
 - Volunteer Trustees needed outside in Vendor area

- Set up, break down
- Communicate with residents
- Volunteer schedule will be set up at April 10 meeting.

MOTION: J.P. Ryan made a motion, seconded by A. Woodland for the Trustees to participate in Earth Day on Saturday, April 29, 2023. The vote unanimous.

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

- Tri-Town Pride Parade in Topsfield, June 4 at 1 PM
 - Propose Trustees sponsor Drag Queen Story Time on Commons in Gazebo @2:30 PM
 - Use EDI Funds for the event
 - Marketing:
 - Hand outs: Pride themed stickers, pins, etc. with Library Logo
 - Event Flyer will indicate: Drag Queen Story Hour sponsored by Boxford Library Trustees.
 - Posts on Library Website, Social Media, etc.
 - Post will indicate that no comments allowed.
 - Tools and Procedures to handle feedback from event.
 - New library e-mail created to handle event feedback (BoxfordLibraryEvents@gmail.com)
 - J.P. Ryan and J. Smallman will have access.
 - New phone line created for residents to leave messages (in-progress)
 - Incident log will be kept and available for review by police.
 - Volunteers will be needed
 - Setup
 - Friend-raising
 - Breakdown
 - Sell Pride Cups made by R. Pelley for EDI Fund.
 - Director will hold a zoom meeting with Topsfield and Middleton Directors regarding their advertising of the presentation, "ABC's of LGBTQ+".
 - Sub-committee meeting March 30.

MOTION: J.P. Ryan made a motion, seconded by A. Woodland to sponsor Drag Queen Story Hour on June 4, 2023, during Tri-Town Pride Parade. The vote was unanimous.

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

OTHER BUSINESS:

- Pride Month – June
 - J.P. Ryan suggested the Town fly the Pride Flag at the Town Hall for the month of June. (June 1-June 30) at sundown.
 - Pride Flag purchased by Trustees using EDI Fund
 - Approval by Select Board would be needed.
 - Can we include that request at the same meeting with the sign approval/support?

- Will a joint meeting with votes be required?
- K. Bourque will inquire how to handle our proposals to Select Board

MOTION: J.P. Ryan made a motion, seconded by A. Woodland to request the Select Board fly the Pride Flag at Town Hall for Pride Month of June 2023, (June 1 – June 30) at sundown and yearly. The vote was unanimous.

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

A question arose regarding the condition of the American Flag in front of Town Hall. K. Bourque will check it and communicate with Police regarding replacement if needed.

ADJOURNMENT:

MOTION: J. Smallman made a motion seconded by C. Eckert to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:15 PM

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

NEXT MEETING: April 10, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Boxford Town Library Trustees' Meeting Minutes

Director's Report

Boxford Town Library Trustee By-Laws

Policy Review Subcommittee Report

Buildings & Grounds Subcommittee Report

Accepted as presented on: April 10, 2023