

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

JUNE 26, 2023, 7:00 PM

VIA ZOOM

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Carolyn Anderson, Christina Eckert, Amanda LaMantia, Rachel Pelley, Kevin Bourque, Director

ABSENT: Denae Ramos-Pachucki

CALL TO ORDER: J.P. Ryan, Chair, called the meeting to order at 7:08 PM and informed all that this meeting is being video, and audio recorded.

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote means, in accordance with applicable law. This means that the members of the public body as well as members of the public may access this meeting via virtual means through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar posting also lists the specific id number required for virtual attendance via zoom along with phone numbers to dial into the meeting.

Additionally, the public is able to listen and/or view a recording of this meeting via the BCATV website OR participate in the meeting virtually.

Members please be aware that since we are meeting remotely, all votes must be roll call votes.

ATTENDANCE ROLL CALL: Ryan present, Smallman present, Anderson present, Eckert present, LaMantia present, Pelley present.

REORGANIZATION OF THE BOARD: J.P. Ryan

- Executive Officers
- Subcommittee Chairs and Membership

Officers:

MOTION: C. Eckert made a motion, seconded by J. Smallman to nominate John Paul Ryan as Chair of the Boxford Library Trustees.

ROLL CALL: Ryan yes, Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Pelley yes.

MOTION: J.P. Ryan made a motion, seconded by C. Anderson to nominate Jayne Smallman as Vice-Chair of the Boxford Town Library Trustees.

ROLL CALL: Ryan yes, Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Pelley yes.

- Executive: Chair, Vice-Chair and Ex-Officio: Library Director
- Policy:
 - Chair: Amanda LaMantia

- Members: Denae Ramos-Pachucki, Carolyn Anderson
- Maintenance (Buildings & Grounds):
 - Chair: Jayne Smallman
 - Member: Christina Eckert
- Fund Raising:
 - Chair: Rachel Pelley
 - Member: John Paul Ryan

MOTION: J.P. Ryan made a motion, seconded by J. Smallman to nominate Rachel Pelley as Chair of Fund Raising.

ROLL CALL: Ryan yes, Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Pelley yes

- Special Events:
 - Chair: John Paul Ryan
 - Members: Jayne Smallman, Denae Ramos-Pachucki
- Liaisons:
 - Perley Scholarship Board: Christina Eckert
 - Planning Board/Permanent Building Committee: John Paul Ryan
 - Staff: Kevin Bourque, Director

SECRETARY’S MINUTES: Charlene Mead – May 22, 2023, Boxford Town Library Trustees’ Meeting Minutes

MOTION: C. Eckert made a motion, seconded by C. Anderson to accept as presented the May 22, 2023, Boxford Town Library Trustees’ Meeting Minutes.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Pelley yes

DIRECTOR’S REPORT: K. Bourque

Fund Balances:

- Library Grant: \$11,151.76 Second installment of the State Grant which funds certified municipalities was received.
 - It is non-discretionary funding to supplement Town budget
 - It will be used for technology, staff training, and Staff Retention Activities
- Library EDI Gift Fund: \$1,575.46 (includes donations for Tri-Town Pride Parade)
 - Reimbursements to be taken care of which will give a better idea of balance in July. 26 tumblers were sold to benefit the Library EDI Gift Fund
- Library Stabilization Fund: \$20,565.57 balance from perpetual trust for 10 Elm property value transfer to library.
 - Town Meeting approval needed to access. Last used for renovations in 2020-2021

Programming:

- Storyteller Davis Bates Show for Kids, Tuesday, July 11, 3 PM.

- Funded by the Mass Cultural Council and library program funds from the operating budget.
- Virtual Author Talk with Lisa See, Wednesday, July 12th, 7:00 PM sponsored by a variety of Massachusetts libraries
- Virtual: At the Weather Station, July 19th 12:00 – 1:00 PM with NBC10Boston/NECN's Meteorologist Pamela Gardner

Circulation by Fiscal Year

- Given current rate of circulation we will break 60,000 which demonstrates the way the library continues to grow and develop since 2014.
- In September, Year End, and Summer Statistics will be reported to the trustees.

With no further questions, the report is submitted as transmitted electronically.

EXECUTIVE COMMITTEE REPORT:

- Library schedule change for Town Employees training on June 28
 - Town Administrator organized on June 28 at 9:00 AM for an hour and a half customer service training titled "Mad on Arrival". Chair Ryan and Vice-Chair Smallman approved of schedule change with library hours 11:00 – 7:00 on June 28.
 - An urgent alert is posted on the Website, social media, and flyers on the doors.

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

- Tri-Town Parade was a success for the library in collaboration with the Planning Committee.
 - K. Bourque served on finance to assure proper recording.
 - Library provided flyers for different resources
 - Based on our experience at Earth Day we used QR code for downloading flyers
 - Raised EDI funds by selling 26 tumblers at \$30 each.
 - Magnets and wrist bands were given away.
 - The event was well attended
 - Thanks to all the trustees for coming to help.

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

- Approval for the sign was previously given by the Trustees.
- Peter Perkins representing the Select Board and Chris Olbrot, Department of Public Works, along with J. Smallman and K. Bourque approved of the location.
- Hearing no comments regarding placing the order, J. Smallman will place the order for the sign tomorrow.
- J. Smallman and K. Bourque will work with Peter Delaney to obtain the permits.

ADJOURNMENT:

MOTION: C. Eckert made a motion, seconded by C. Anderson to adjourn the meeting. The meeting adjourned at 7:55 PM

ROLL CALL: Smallman yes, Amderson yes, Eckert yes, LaMantia yes, Pelley yes.

NEXT MEETING: September 11, at 7:00 PM

Respectfully submitted:

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

FY 24 Officers, Subcommittees, and Liaisons

Director's Report

May 22, 2023, Boxford Town Library Trustees' Meeting Minutes

Executive Committee Report

Special Events Subcommittee Report

Building & Grounds Subcommittee Report

Accepted at presented on: September 11, 2023