

DRAFT

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

SEPTEMBER 11, 2023, 07:00 PM

Via Zoom

PRESENT: Jayne Smallman, Vice-Chair, Carolyn Anderson, Christina Eckert, Amanda LaMantia, Denae Ramos-Pachucki, Kevin Bourque, Director

ABSENT: John Paul Ryan, Chair, Rachel Pelley

CALL TO ORDER: J. Smallman, Chair called the meeting to order at 7:02 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: Smallman present, Anderson present, Eckert present, LaMantia present, Ramos-Pachucki present.

SECRETARY'S MINUTES: Charlene Mead – June 26, 2023, Boxford Town Library Trustees' Meeting Minutes

MOTION: C. Anderson made a motion, seconded by A. LaMantia to accept as presented the June 26, 2023, Boxford Town Library Trustees' Meeting Minutes

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes

DIRECTOR'S REPORT: K. Bourque (Combined June, July, August)

- **Summer Programming:**
 - 10 programs including 5 adult which was more than the usual number of programs
 - Programs were well attended
- **Training:**
 - Learning Anew in 2023 Summer Training
 - 41 hours of Professional Development in the following areas:
 - Intellectual Freedom
 - Project Management (Made possible by an MLS Grant)

- Idea Management
 - Customer Service
- K. Bourque attended MVLC User Group Facilitator/Liaison training on Thursday, July 20
- K. Bourque will be attending the Research Institute for Public Libraries Data Collection seminar, September 18-19 in Devens, MA (Made possible by a Massachusetts Library System (MLS) grant)
- **Upcoming Programs:**
 - Virtual Program - Recipes from Tuscany, Tuesday, September 12th, 7:00 – 8:00 PM by Liz Barbour
 - Saturday, September 30th 1:00 – 2:00 PM Author Talk and Book Signing by Daniel A. Gagnon, author of A Salem Witch: The Trial, Execution, and Exoneration of Rebecca Nurse
 - Returning Storytime Sessions for kids ages 3-5 begin the week of September 19 for 5 weeks at 1:30 PM Tuesday and Wednesdays by Josh, Childrens' Librarian
 - Lego Club for grades K and up Thursday September 28 at 4:00 PM in Meeting Room #1. The month's theme is Circus!
- **FY 2023 BY THE NUMBERS:**
 - 191 Programs offered
 - 3,317 People attended
 - 3,796 Questions Answered
 - 64,755 Items borrowed
 - 29,331 Visits
 - 18,155 Items shared with other MVLC Libraries
 - 7,019 Active Library Accounts (86% of residents)
- **Notable Usage Statistics:**
 - Areas of Increase:
 - Items Circulated (physical and digital) 14%
 - Visits to the Library 45%
 - Programs & Events 97%
 - Attendance at Programs & Events 296%

With no further discussion/questions, the report was submitted as transmitted.

SPECIAL EVENTS SUBCOMMITTEE REPORT: K. Bourque

- **Apple Festival, Saturday, September 16th**
 - Staff: K. Bourque, Robyn Luna, Josh Kennedy will be there all day.
 - Trustees C. Anderson, and D. Ramos Pachucki will each work a time slot.
 - Marketing Giveaways
 - Kid's Crafts
 - Fundraising Items for Sale
 - Mural themed tumblers proceeds to support the library programs
- **Boo in Boxford, Saturday, October 21st from 3:30 – 6 :00PM**
 - PTO's (Parent Teachers' Organization) Seasonal Outdoor Activity
 - Time to socialize and go home with a bag of candy

- Discussion with Special Events Committee will determine whether to man a Candy Station in costume or just donate candy

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

- **Town Hall/Library Sign**
 - J. Smallman said the sign is ready for painting but is having difficulty getting the green paint for the sign
 - Discussion ensued regarding going with red paint or waiting for green.
 - Consensus was that sign should go up ASAP and before ground freezes, therefore going with red
- **Alternative Reuse of Buildings Assessment (ARBA) Final Report:**
 - ARBA report was reviewed regarding 188 Washington Street which would effect the Town Library.
 - The Library currently uses the first floor, shared with other Town departments
 - ARBA recommendations for building usage would put library materials in the basement.
 - Library Director, K. Bourque will not advocate for basement storage of library materials
 - K. Bourque recommends whatever decision the Town makes regarding 188 Washington Street, that it plan for a 1,000 square foot modular unit be placed on a concrete slab with HVAC and electricity at the rear of Town Hall.
 - The benefits of being on campus
 - More efficient and effective service
 - Significant decrease in funds spent on In-State Travel budget
 - Increased access to in-storage items
 - Staff – more time on library projects than time in-transit
 - Significant decrease in the possibility of the Town being liable for employees getting into an accident with no trips to 188 Washington St.

MOTION: C. Eckert made a motion, seconded by C. Anderson to support Director Bourque's recommendation to not store library materials in the basement of 188 Washington Street and consider the recommendation of a modular unit at the rear of Town Hall for library book storage. The motion passed unanimously.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes

REQUEST TO MODIFY LIBRARY SCHEDULE ON OCTOBER 12 FOR STAFF TRAINING/MEETING: K. Bourque

- **All-Town Employee Staff Training Event:** Stress & Resiliency Training, lunch, and an All-Staff Meeting
- Request approval from the Trustees to close the Library on Thursday, October 12, 2023, from 9:00 AM to 2:00 PM.
- The library would be open on Thursday, October 12, from 2:00 PM to 7:00 PM.

MOTION: D. Ramos-Pachucki made a motion, seconded by C. Eckert to modify the library Schedule on Thursday, October 12 for Staff Training/lunch/meeting closing the library from 9:00 AM to 2:00 PM. The vote was unanimous.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes

ADJOURNMENT:

MOTION: C. Anderson made a motion, seconded by C. Eckert to adjourn the meeting. The vote was approved.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes

NEXT MEETING: October 16 at 7:00 PM

Respectfully submitted.

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Secretary's Minutes

Director's Report

Special Events Subcommittee Report

Building & Grounds Subcommittee Report

Modification of October 12 library hours

Accepted as presented/amended on: