

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

JULY 11, 2022, 7:00 PM

VIRTUAL VIA ZOOM

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Christina Eckert, Amanda LaMantia, Antagoni Woodland, Kevin Bourque, Director

ABSENT: Rachel Pelley, Denae Ramos-Pachucki

CALL TO ORDER: Chair, J.P. Ryan called the meeting to order at 7:07 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 12<sup>th</sup> and 15<sup>th</sup> 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.

ROLL CALL: Ryan present, Smallman present, Eckert present, LaMantia present, Woodland present

Congratulations to Christina as a new member of the Board of Trustees. AND Happy 25<sup>th</sup> Birthday to Jayne.

SECRETARY'S MINUTES: Charlene Mead—3 sets of minutes to approve: June 13, June 16, and June 27, 2022

MOTION: J. Smallman made a motion, seconded by A. Woodland to approve the minutes of the Boxford Town Library Trustees' June 13, 2022, meeting as presented:

ROLL CALL: Ryan yes, Smallman yes, LaMantia yes, Woodland yes

MOTION: J. P. Ryan made a motion, seconded by A. Woodland to approve the minutes of the Boxford Town Library Trustees' June 16, 2022, meeting as presented:

ROLL CALL: Ryan yes, Smallman yes, LaMantia yes, Woodland yes

MOTION: J. Smallman made a motion, seconded by A. Woodland to approve the minutes of the Boxford Town Library Trustees' June 27, 2022, Joint Meeting with the Select Board as presented.

ROLL CALL: Ryan yes, Smallman yes, LaMantia yes, Woodland yes

J. P. Ryan read a letter from Rev. Laura A. Gronberg thanking the Trustees for the bouquet of flowers sent by the Trustees in appreciation for her help with the Drag Queen Story Hour Program

DIRECTOR'S REPORT: K. Bourque

- Financial:
  - Library EDI Gift Fund Account--\$820.
    - Thank you to A. Woodland for investigating the proper set up of that account

- Gift Fund Library--\$44,016.56
  - \$20,000 of that fund is from the Friends when they disbanded in 2021
    - Those funds are to be used for programs
- Programming:
  - Magic Fred 66 in attendance
  - Drag Queen Story Hour had a record 240 attendees
    - It was an intergenerational program
  - Collaboration
    - “Hidden Figures,” Movie Night
      - Library co-sponsored the event with TriTown Solidarity
  - Upcoming:
    - Intergenerational
      - Family Movie Night on the Library Lawn, featuring “Spider-Man: No Way Home,” on Thursday, July 21, at 7:30 PM
- Circulation:
  - 5,906 for the month of June
    - Over Drive
    - In-person
    - Museum Passes
      - Will look into pass for John F. Kennedy Museum
  - Trends

Indicate growth in usage of library collection from FY 16 to FY 22

- Staff Meetings:
  - K. Bourque attended the ARSL Conference Committee Meeting on Monday, June 13, via Zoom
  - K. Bourque facilitated the MVLC Technical Services meeting, via Zoom
  - R. Luna attended the MVLC Technical Services meeting, via Zoom
- Staff Training:
  - Learning Anew in 2022 June Training
    - 15 hours of Professional Development in the following areas
      - Cybersecurity
      - How to Handle Materials and Programming Content Challenges
      - Library Aware Marketing software
- The Director will be on vacation July 18-22

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

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

- Family Movie Night on the library lawn, Thursday, July 21 (rain date Thursday, July 28)
  - Spider-Man No Way Home—all ages welcome
    - Outreach to community
      - Opportunity for trustees to interact with community in a social environment and raise awareness of what they do

- Free food
    - Popcorn, candy
    - Bottles of water
    - Bensons' Ice Cream
  - Spider-Man prizes—everyone gets 1 ticket for the drawing
    - Spider-Man mask
    - Towel
    - Goggles
    - Water bottle
    - Marvel bath
    - Backpack
  - Set-up at 6:30 PM, Movie at 8:30 PM
    - Committee: J.P. Ryan, J. Smallman, A. Woodland
      - Trustees please contact J.P. Ryan with slot you can attend
- Next Event
  - September 23, raindate Friday, September 30 to celebrate Spanish Heritage Month
    - Outdoor movie-- Encanto
    - Taco trucks
    - Mariachi band

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

- Children's Librarian, Josh Kennedy and Circulation Librarian, Robyn Luna are brainstorming to come up with 3 goals for the Strategic Plan
- A DRAFT will be sent electronically to the Trustees for feedback
  - Adjustment will be made based on the feedback
  - Final draft will be submitted to trustees for vote at September meeting.

#### LIBRARY SOCIAL MEDIA POLICY: J.P. Ryan, K. Bourque

- Review of March 11, 2019 Social Media Policy
  - Comments, suggestions, discussion
  - Referred to A. LaMantia, Chair of the Policy Committee to review policy in regard to trustee feedback and bring to the September meeting.

MOTION: J.P. made a motion seconded by A. Woodland to request the Library Policy Committee review the current policy in light of the feedback and bring a Social Media Policy to the September meeting for a vote.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Woodland yes

#### EQUITY, DIVERSITY, & INCLUSION LIBRARY GIFT FUND: K. Bourque

- Library has been given a charge and discharge code for the EDI Library Gift Fund account
- Thanks to A. Woodland for spearheading official recognition of the fund
  - Marketing Committee will market to the public the two distinct gift funds so people will know what they are donating to.

SATURDAY CLOSURES FOR HOLIDAY WEEKENDS: K. Bourque

- Proposal to permanently close the library on Holiday Weekend Saturdays was read, explained, and discussed.

MOTION: A. Woodland made a motion, seconded by C. Eckert that the Board of Trustees vote to close the Boxford Town Library on holiday weekend Saturdays. The Boxford Town Library will always close on Saturday for the following holiday weekends:

- Labor Day
- Columbus (indigenous Peoples) Day
- Thanksgiving (The Saturday following Thanksgiving Day)
- Martin Luther King Jr. Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- And when any Legal Federal or State Holiday falls on a weekend and/or is observed on a Friday or Monday.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Woodland yes

APPLE FESTIVAL BOOTH COVERAGE: K. Bourque

- Another excellent opportunity for Trustee outreach into the community
- The Director will be presenting at the N.E. Regional Association for Rural & Small Libraries so unable to attend the Apple festival this year
  - Staff members Josh Kennedy and Karen Veilleux will be manning the library booth
  - 8:30 AM set up, 3 PM break down
  - Engage children in activities and inform the public about the library services
  - Trustees are asked to E-mail Director with 2-3 hour block of time they can be there

OTHER BUSINESS: J. Smallman

Things for the Trustees to think about to increase our outreach:

- There are COA BBQ's throughout the summer that would be a good opportunity for the Trustees to be servers.
- Signage: When you drive into the Town Hall area, there are directions to Town Hall, DPW etc. but none for Library
- July 4, 2023 Library Float
  - I have a tractor, a driver, and a float to decorate
  - The library had a float on the 4<sup>th</sup> for years

ADJOURNMENT:

MOTION: A. Woodland made a motion, seconded by J. Smallman to adjourn the meeting.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Woodland yes

The meeting adjourned at 8:45 PM

NEXT MEETING: September 12, 2022, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting

Minutes of the Boxford Town Library Trustees' Meetings on June 13, 16, and 27, 2022

Director's Report

Rev. Laura A. Gronberg's letter

Policy on Social Media

Family Movie Night

Boxford Apple Festival

Proposal to Permanently Close the Library on Holiday Weekend Saturdays

Accepted as presented on: September 12, 2022