

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

SEPTEMBER 12, 2022, 7:00 PM

MEETING ROOM TWO

TOWN HALL

And Via Zoom

PRESENT: John Paul Ryan, Chair, Christina Eckert, Rachel Pelley, Denae Ramos-Pachucki, Kevin Bourque, Director

ABSENT: Jayne Smallman, Amanda LaMantia, Antigoni Woodland.

CALL TO ORDER: J. P. Ryan, Chair, called the meeting to order at 7:04 PM and informed all that this meeting is being video and audio recorded.

Pursuant to Chapter 22 of the Acts of 2022, this meeting will be conducted via remote hybrid means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting via virtual means in addition to in person through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar 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 to and/or view this meeting via BCATv on FIOS channel #39 or Comcast Channel #22 or through the BCATv website; OR Participate in the meeting virtually.

Members please be aware that, if at least one member attends the meeting remotely, all votes must be roll call votes.

SECRETARY'S MINUTES: Charlene Mead—July 11, 2022, Boxford Town Library Trustees' Meeting Minutes

MOTION: C. Eckert made a motion seconded by D. Ramos-Pachucki to accept the minutes of the Boxford Town Library Trustees' July 11, 2022, Meeting as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

- Attention was called to the FY 2022 By The Numbers chart which is also on the website.
 - You visited us 20,225 times!
 - You borrowed 57,012 items!
 - 16,595 items shared with other MVLC Libraries
 - 6,846 Active Library Accounts! (The vast majority of residents)
 - We offered 97 Programs attended by 1,128 people
- July/August over 12,000 items circulated
- Children's Programming
 - Boxford Celebrates Reading Returns
 - Tuesday and Wednesday Preschool Storytimes
 - Music & Movement for children up to 3 years by CFCE of the North Shore

- **Movie Night on the Library Lawn, featuring, “Encanto,” in celebration of Hispanic Cultural Heritage Month, Friday, September 23, at 6:00 PM for all ages**
 - Crafts, snacks, and mariachi music
- **With no further questions, the report was submitted as transmitted.**

DISCUSSION OF DRAFT FY 24-26 LONG RANGE PLAN: D. Ramos-Pachucki, K. Bourque

- **Draft transmitted mid-August to Trustees**
 - Suggestions incorporated in the plan
 - Modified LRP transmitted to Trustees in September
 - Approved FY 24-26 Long Range Plan will be submitted to state by October 15.
 - Makes Library eligible for LSTA Grants
 - The last time we were awarded \$7,000 for Children’s programming.

MOTION: J.P. Ryan made a motion, seconded by C. Eckert to accept the FY 24-26 Long Range Plan as written with update. The vote was unanimous.

TOWN-WIDE GOAL SETTING: J.P. Ryan, K. Bourque

- **On July 25, 2022, the Select Board initiated a town-wide goal setting process to solicit feedback from all volunteer board and committee chairs. The goal setting process allows the Select Board to craft a “road map” for key Town leadership to follow when executing the core functions of government and balancing competing priorities.**
 - Trustees are to submit their goals for the town, not necessarily the library, via e-mail to K. Bourque, Director, by September 23.
 - Key areas of concern, need, and opportunity to consider over the next two years
 - Policy and operational goals specific to your board or committee.
 - We have 3 goals in our FY 24-26 Long Range Plan which will be submitted.

YOUTH SERVICES DEPARTMENT ADDITIONAL STAFF PROPOSAL: K. Bourque

- **Children’s Librarian’s Recommendations:**
 - Many area libraries have a designated Youth Services Assistant, including Georgetown and Merrimac, to help staff the children’s room and to broaden programming. In the case of Boxford, a qualified assistant rather than a full-time librarian might be sufficient for these purposes, given existing space limitations for the staff to work in.
 - An Assistant could:
 - Expand program offerings for different ages.
 - Contribute to collection development.
 - Contribute to Collection Management.
 - Expand Children’s Room Coverage
 - Full-time Library Assistant, Union 2 with benefits would be about \$56,000
 - Trustees Need to:
 - Decide and vote on it
 - Gather information to support need

- Get grass roots support
- Process:
 - Present to Select Board
 - Kathy Benedetto Budget
 - Matt Coogan & Brendan Sweeney
 - Warrant Article to add full time position with an increase of X\$ to budget
- Table for October agenda.

EXTERIOR LIBRARY SIGNAGE PROPOSAL: J. Smallman, K. Bourque

- Locations and signs presented
 - Install sign setup on both sides of the DPW signpost. The arrow would direct people to turn into the driveway.
 - Install sign setup on the post with No Parking signpost with the arrow pointing towards Town Hall
 - Install a sign that identifies the building as both Boxford Town Hall and Boxford Town Library on the grassy area at the entrance to the Town Hall/Library parking lot.
 - K. Bourque will research costs etc.
- Bring before Select Board

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

- Policy on Social Media
 - The first bullet point was changed to add the word “phobic”, so it now reads:
 - Obscene, racist, and/or phobic comment

MOTION: J.P. Ryan made a motion seconded by R. Pelley to accept the Policy on Social Media with the modification of adding “phobic”. The vote was unanimous.

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

- Intergenerational movie night featuring, “Encanto”, in celebration of Hispanic Cultural Heritage Month, Friday, September 23, at 6:00 PM
- October we will be celebrating Italian Cultural Heritage Month

BOS COMMITTEE TO EVALUATE UNDER-UTILIZED BUILDINGS: K. Bourque

- These are the possible scenarios of how the Boxford Town Library could use under-utilized buildings in Boxford in order of best to worst case scenario. This assumes the Town Hall offices will leave the building.
 - The library expands into the entire two floors of 7a Spofford Road (14,000 sq.ft.)
 - This assumes the Town Hall offices will leave the building.
 - Renovate 7a Spofford Road to specification laid out in “One Town, One Plan.” (9000 sq. ft.)
 - Keep existing footprint in Town Hall and have a 20x50 (1000 sq. ft.) structure built behind Town Hall as a “Closed Stacks” facility. Located where the community garden is.
 - Utilize 4 Middleton Road as a satellite branch in addition to Town Hall location

- Utilize 188 Washington Street as satellite branch in addition to Town Hall location.
- Do not utilize an additional town space and stay at current size and location with the hopes of building another building in the future.

APPLE FESTIVAL BOOTH COVERAGE: K. Bourque

- Staff: Josh Kennedy and Beth Safford
- Trustees: John Paul Ryan, Jayne Smallman, Denae Ramos-Pachucki, Christina Eckert
 - Crafts and library information given out

OTHER BUSINESS: J.P. Ryan

- Fund-Raising Sub-Committee discussion

MOTION: J.P. Ryan made a motion seconded by R. Pelley to form a Fund-Raising Sub-Committee. The vote was unanimous.

C. Eckert offered to chair the committee

OTHER BUSINESS: K. Bourque

- Kevin will be attending the Association for Rural & Small Libraries Annual Conference from September 13-17, in Chattanooga, TN, fulfilling his duties on the board, conference committee member and presenting “Community Analysis Surveys: Crafting Your Questions to get the Information You Need.”
- His term on the ARSL board expires in January
 - Plans on joining the Continuing Education Committee.

ADJOURNMENT: C. Eckert made a motion seconded by D. Ramos-Pachucki to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:40 PM

NEXT MEETING: October 17, 2022, 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting

Minutes of the Boxford Town Library Trustees’ Meeting of July 11, 2022

Director’s Report

Social Media Policy Update

Exterior Library Signage Proposal

Youth Services Department Additional Staff Proposal

DRAFT FY24-26 Long-Range Plan

Special Events Subcommittee Update

BOS Committee to Evaluate Under-Utilized Buildings

Apple Festival Booth Coverage

Accepted as presented on: October 17, 2022