

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

OCTOBER 17, 2022, 7:00 PM

Via Zoom

PRESENT: Jayne Smallman, Vice-Chair, Christina Eckert, Denae Ramos-Pachucki, Antigoni Woodland, Kevin Bourque, Director

ABSENT: J.P. Ryan, Chair, Amanda LaMantia, Rachel Pelley

CALL TO ORDER: J. Smallman, Vice-Chair, called the meeting to order at 7:00 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: J. Smallman, C. Eckert, D. Ramos-Pachucki, A. Woodland

SECRETARY'S MINUTES: Charlene Mead—Minutes of September 12, 2022, Boxford Town Library Trustees' Meeting

MOTION: A. Woodland made a motion seconded by J. Smallman to approve the minutes of the September 12, 2022, Boxford Town Library Trustees' Meeting as presented. The vote was unanimously approved.

ROLL CALL: J. Smallman yes, C. Eckert yes, D. Ramos-Pachucki yes, A. Woodland yes

SUBCOMMITTEES REORGANIZATION: J. Smallman, K. Bourque

- **Policy:**
 - **Members**
 - Antigoni Woodland (2023)
 - Denae Ramos-Pachucki (2024)
 - Chair—K. Bourque will contact Amanda LaMantia to see if she will remain as chair of the committee
- **Long Range Planning:**
 - Chair Denae Ramos-Pachucki (2024)
- **Maintenance (B&G):**
 - Chair Jayne Smallman (2025)
- **Fund Raising:**

- Chair Christina Eckert (2023)
- **Communications (PR):**
 - Chair Denae Ramos-Pachucki (2024)
- **Special Events:**
 - Chair John Paul Ryan (2025)
 - Jayne Smallman (2025)
 - K. Bourque will send out an e-mail to the Board asking for a volunteer to fill this spot
- **Liaisons:**
 - Perley Scholarship Board: Christina Eckert
 - Permanent Building Committee (PBC): Antigoni Woodland
 - Planning Board/PBC: John Paul Ryan
 - Staff: Kevin Bourque

DIRECTOR'S REPORT: K. Bourque

- **Finances:**
 - Next installment from State Library Grant will be in December, followed by one in April
- **Programming:**
 - Started in-person programming for the younger children with great enthusiasm
 - Back to pre-pandemic attendance
 - Music & Movement by CFCE of the North Shore is now back to every week
 - Volunteer Programs
 - Lisa DiLuna led a Crocheting for Beginners for 5 weeks in September
- **Circulation Trends:**
 - The past 3 months has seen a great uptick in circulation
 - More people anxious to get out to browse the great collection
 - 20-25% still digital
 - Large percentage are children's
- **Training:**
 - Learning Anew in 2022
 - In the past 2 quarters the staff have participated in 100 hours of self-paced professional development
 - Everyone on staff doing at least 2 hours
- **Perley Board:**
 - Received a "donation for \$7500 to cover your annual wish list items for the Boxford Town Library." (that is an increase from \$5000)
 - K. Bourque has written a thank you to the Perley Board announcing that the Pearly donation will be used to support the Library's Hoopla Streaming Service Pilot Program beginning in January 2023

YOUTH SERVICES DEPARTMENT ADDITIONAL STAFF PROPOSAL: K. Bourque

- The proposal was presented with duties and finances
 - Highlights of the proposal include
 - Expand programs offerings for different ages

- Contribute to collection development
- Contribute to Collection Management
- Expand Children's Room Coverage When the Children's Librarian is unavailable
- Full Time Library Assistant Union 2
- Work hours 35 at \$23.03 hourly wage
- FY 24 Annual Salary (Est.) \$42,000, Benefit Cost \$20,000
- Total cost to Town \$62,000
- The proposal would go to the Select Board for consideration on the Warrant

MOTION: D. Ramos-Pachucki made a motion seconded by J. Smallman to approve the proposal for a full-time library assistant Union 2 position for 35 hours for the Boxford Children's Department. The vote was unanimous.

ROLL CALL: J. Smallman yes, C. Eckert yes, D. Ramos-Pachucki yes, A. Woodland

FACILITY SIGNAGE: J. Smallman, K. Bourque

- Exterior Signage Proposal
 - Three more Blue "Library" signs to be installed pointing to the library
 - One sign setup on an unused sign post facing traffic coming from Ipswich Rd.
 - One sign setup will go on a utility pole facing traffic coming down Spofford Rd from the direction of Spofford Pond School
 - One sign setup on the post with the No Parking signpost with the arrow pointing towards Town Hall
 - The proposal will go to the Select Board for approval
 - DPW will do the installation
 - A sign identifying 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.
 - Waiting to hear back from the sign company for the range of cost

MOTION: A. Woodland made a motion seconded by J. Smallman to approve the installation of the three blue "Library" signs as proposed. The motion passed unanimously.

ROLL CALL: J. Smallman yes, C. Eckert yes, D. Ramos-Pachucki yes, A. Woodland yes

- Interior Signage coming soon
 - The Public Library sign currently over the Adult section will be moved over the Service Desk.
 - The new signs are black with white lettering meeting ADA requirements
 - Signs will be suspended from the ceiling with either cables or posts, depending upon the type of ceiling where the sign will be located.
 - The signs are currently in the production phase. We will be notified when they are ready for delivery hopefully by the end of December
 - The following signs have been ordered:
 - Reference Desk, Youth Desk, Service Desk, Adult Room, Children's Room, Restrooms
 - DPW will do the installation

THANKSGIVING HOLIDAY SCHEDULE MODIFICATIONS: K Bourque

- Prior to a holiday, the union allows a ½ day
- The library would normally be open from 9 – 7 PM on November 23
 - The proposal is to modify the schedule to 9 – 3 PM on November 23
 - November 24 is Thanksgiving and the library will be closed
 - Friday, November 25 normal hours of 10 – 3 PM
 - Saturday, November 26 closed

MOTION: D. Ramos-Pachucki made a motion seconded by A. Woodland to approve the modifications to the Thanksgiving Holiday Schedule with Wednesday, November 23, 9-3 PM, and closed on Saturday. The motion passed unanimously.

ROLL CALL: J. Smallman yes, C. Eckert yes, D. Ramos-Pachucki yes, A. Woodland yes

FUNDRAISING AND USE OF THE LIBRARY, “IN THE LOOP,” EMAIL LIST: K. Bourque

- K. Bourque clarified with the Town Attorney, Mark Reich, that the library e-mail list maybe used to solicit donations
 - The Town Imprint may be used

OTHER BUSINESS: K. Bourque

- J.P. Ryan signed up the Library to host a “Candy Trunk Post” at this year’s Boo in Boxford.
 - The event is Saturday, October 29, from 3:30 to 6:00 PM in the Spofford Pond School Parking Lot
 - Candy for kids and library bookmarks and magnets for adults
 - Board members are needed to staff the event
 - This is a fund raiser for the Boxford PTA

ADJOURNMENT:

MOTION: J. Smallman made a motion seconded by A. Woodland to adjourn the meeting. The motion passed unanimously at 8:22 PM.

ROLL CALL: J. Smallman yes, C. Eckert yes, D. Ramos-Pachucki yes, A. Woodland yes

NEXT MEETING: November 14, 2022, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

September 12, 2022, Boxford Town Library Trustees’ Meeting Minutes

Subcommittees Reorganization

Directors’ Report

Youth Services Department Additional Staff Proposal

Facility Signage

Thanksgiving Holiday Schedule Modifications.

Fundraising and Use of the Library, "In The Loop," email list

Perley Fund Donation Letter

Accepted as presented on: November 14, 2022