

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

NOVEMBER 14, 2022, 7:00 PM

Via Zoom

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Amanda LaMantia, Rachel Pelley, Antigoni Woodland, Kevin Bourque, Director

ABSENT: Christina Eckert, Denae Ramos-Pachucki

CALL TO ORDER: J. Smallman, Vice-Chair called the meeting to order at 7:09 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 present, A. LaMantia present, R. Pelley present, A. Woodland present

SECRETARY'S MINUTES: Charlene Mead—Minutes of the October 17, 2022, Boxford Town Library Trustees' Meeting.

MOTION: A. Woodland made a motion seconded by A. LaMantia to accept the minutes of the October 17, 2022, Boxford Town Library Trustees' Meeting as presented. The vote was unanimously in favor.

ROLL CALL: J. Smallman yes, A. LaMantia yes, R. Pelley yes, A. Woodland yes

DIRECTOR'S REPORT: K. Bourque

- **Circulation**
 - 5671 checked out or renewed in October
 - Average for FY 23 more than past 2 years
- **Programming**
 - Preschool Storytimes—back to prepandemic numbers
 - Close to 100 children and parents for 6 sessions
 - Music & Movement for children up to three years, presented by MaryBeth Maes from CFCE of the North Shore is offered every Thursday at 10:00 AM
- **Training**
 - Learning Anew in 2022 October Training (Professional Development)

- 16 hours of Professional Development completed by library staff

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

YOUTH SERVICES STAFF PROPOSAL UPDATE: K. Bourque

- **Initial Feedback and Alternative Staffing Proposal**
 - Due to upcoming financial pressures being placed on the Town, the initial response to the proposal to add a full-time position to the Library Staff was not positive
 - Both Matt Coogan, Town Administrator, and Michael White, Finance Committee Library Liaison, thought it best for the library to try to find a creative solution to meet the increasing library usage needs rather than asking the Town to add the proposed \$62,000 in salary and benefits cost to the Library's budget.
 - The Library currently has on staff a Full-time Library Assistant paid at the Union 2 pay scale with over twenty years' experience working in a Children's Room.
 - Karen Veilleux has the collection content knowledge and programming experience the Youth Services Department needs.
 - My suggestion is to move her position from the Circulation Department to the Youth Services Department. Both Josh Kennedy and Karen Veilleux believe they would make a good Youth Services team.
 - The Circulation Desk Coverage and separation of work between the Circulation and Youth Services departments could evolve into either of two scenarios.
- **Scenario One: (Increase of est. \$20,000 to library part-time salary budget line (Warrant Article needed))**
 - Current part-time Circulation Library Assistant would increase hours to 13 hours per week.
 - Hire a new Circulation Library Assistant for 18 hours per week
 - Karen Veilleux would move under the direct supervision of Josh Kennedy in the organization chart, 100% part of the Youth services Department
 - This would be an increase of 23 hours of Circulation Desk Coverage allowing the full-time Circulation Department staff to assume the tasks and duties that Karen Veilleux has performed
 - Book Selection suggestions
 - Main Library Collection Management
- **Scenario Two:**
 - Divide Karen Veilleux's time between Youth Services and Circulation
 - Increase Part-time Library Assistant time in Circulation Department
- **Pursuing Scenario One would have a more significant impact on the quality of the Youth Services Department Program of Service. The transition of Karen to Youth services would be complete. The Youth Services Department would have the ability to expand and grow as the residents of Boxford have asked us to do in the feedback provided for the Strategic Plan.**
- **Scenario Two would be more budgetarily appealing, it would leave Karen working in a limbo situation with divided focus and being pulled in two different directions. It would be detrimental to the positive work environment we have been working so hard to foster**

amongst the Library Staff. The increase in the budget would not be more than 2.5% which usually is the limit the Finance Committee sets.

- The increase in the budget would not be more than 2.5% which is within the guide lines.

MOTION: J. Smallman made a motion seconded by A. Woodland to approve seeking a Warrant Article to increase the Library Salary Line by \$20,000 for Youth Staff Proposal Scenario One. The vote was unanimously approved.

ROLL CALL VOTE: J.P. Ryan yes, J. Smallman yes, A. LaMantia yes, R. Pelley yes, A. Woodland yes.

FACILITY SIGNAGE: J. Smallman, K. Bourque

- **Monument Sign Discussion:**
 - The quote from Metro Sign of \$13,850 was a surprise
 - Suggestions to look to other vendors, perhaps Essex Technical School
 - Look at the Rotary sign design on Ipswich Road
 - Discussion tabled for the December meeting
- **Exterior Signage Proposal – update**
 - DPW Chair, Chris Olbot will have the DPW check out the suggested locations for their suitability and bring the proposal to the Select Board

MURAL VIDEO: J.P. Ryan, K. Bourque

- K. Bourque demonstrated how to access the video from the library website.
 - It was viewed with many accolades for the artist, Ciara Smith
- **Fund Raising suggestions based on the mural**
 - Ciara gave the library permission to use the digital image of the mural for fundraising purposes
- It was suggested that a Fundraising Committee Meeting will be held before the next Trustees' meeting to gather suggestions
- Name the Dragon contest will be explored
- The Mural Fundraising ideas will be on the agenda of the December 12 Trustees' meeting

OTHER BUSINESS: J. Smallman

- Ice cream at the July Outdoor Movie was donated by Benson's Ice Cream. Tina Benson went out of her way to provide extra strawberry topping in plastic cups with lids.
- Ruby Benson served as a Boxford librarian.
- All of the Benson's, Ruby, Sharon and Tina have been very generous for many years to many organizations and in particular the library.
- A thank you letter will be sent to Tina Benson.

ADJOURNMENT:

MOTION: A. Woodland made a motion seconded by J. Smallman to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:05 PM

ROLL CALL VOTE: J.P. Ryan yes, J. Smallman yes, A. LaMantia yes, R. Pelley yes, A. Woodlan yes

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

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

October 17, 2022, Boxford Town Library Trustee's Meeting Minutes

Youth Services Staff Proposal Update

Facility Signage

Children's Room Mural

Accepted as presented on: December 12, 2022