

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

DECEMBER 12, 2022, 7:00 PM

VIA ZOOM

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

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

SECRETARY'S MINUTES: Charlene Mead—Minutes of the November 14, 2022, Boxford Town Library Trustees' Meeting

MOTION: J. Smallman made a motion seconded by R. Pelley to accept the minutes of the November 14, 2022; Boxford Town Library Trustees' Meeting as presented.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes, Woodland yes.

DIRECTOR'S REPORT: K. Bourque

- **Finances:**
 - The Massachusetts Library Commission certified the Municipality of Boxford's eligibility to receive State Aid
 - Approximately \$7,000 will be received by the middle of the month
- **Programming:**
 - November
 - Music and Movement 85 participants=pre-pandemic attendance
 - Preschool Storytimes 118 participants= pre-pandemic attendance
- **Circulation:**
 - FY 2023 doing well
 - July through November 29,000 items circulated

- **December Programming and Outreach**
 - **Winter Fest and Letters to Santa**
 - **130 letters**
 - **Photos with Santa and Mrs. Claus**
 - **60 participants**

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

YOUTH SERVICES STAFF PROPOSAL UPDATE: K. Bourque

- **Additional Feedback (Post November Meeting)**
 - From conversations with other Town Department Heads, it has become more evident that this year will be a very contentious budget year. The following factors will negatively impact the approval process for the Library's Staffing proposal:
 - Fire Department is looking for additional staff
 - The newly constructed Community Center at 10 Elm Street will be looking for additional staff.
 - The Town Employees union contracts are in the negotiation process and are expected to include substantial increases
 - The Town is renegotiating the trash contract with Waste Management
 - The impact of high inflation on taxpayers
- Given these factors, I am recommending the Trustees hold off on moving the staffing proposal forward until the financial outlook for the Town improves.
 - We will use current staff and time creatively until there is less pressure on town's finances

MOTION: J.P. Ryan made a motion seconded by J. Smallman to postpone the request for a Youth Services Staff position to be placed on the May warrant.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes, Woodland yes.

FUNDRAISING: K. Bourque, C. Eckert

- **Discussion regarding:**
 - What we are funding
 - Appropriate time of year
 - Capitalize on mural
 - 500 e-mails available
 - E-mail links for donations
 - Name the dragon contest
- **Rachel Pelley:**
 - Created a 20-ounce water tumbler with the dragon theme which was impressive
 - Two other themes could be created on tumblers
- **Fundraising Sub-Committee**
 - Chair, C. Eckert
 - R. Pelley, J. P. Ryan, and K. Bourque members

- Meeting after the Board meets January 9
 - Three or less can meet without posting the meeting
- K. Bourque will contact Treasurer, Ellen Guerin regarding the donation links

FACILITY SIGNAGE: J. Smallman, K. Bourque

- Interior Signage:
 - The antique “Public Library” sign was installed over the Circulation Desk
 - Mass CORE (Corrections Department) made the Wayfinding signs which meet ADA requirements
 - Installation by DPW of the following signs
 - Reference Desk
 - Adult Room
 - Service Desk
 - Children’s Room
 - Youth Desk
- Exterior Signage:
 - Chris Olbrot, DPW Superintendent has ordered the signs
 - Massachusetts standard has changed from blue to green with white lettering
 - Ipswich Road blue Library sign will be replaced
 - The library will pay for the signs out of the unrestricted fund
- Monument Sign:
 - Camp Rotary Style Sign quote reviewed for discussion
 - Essex Technical School project application would go through an approval process
 - Looking for Select persons feedback regarding a monument
 - Seeking examples of signs
 - Discussion will continue at January Board meeting.

STAFF APPRECIATION: K. Bourque

- The Executive Committee approved the request made by the Library Director for the following:
 - Pay for a Staff Appreciation Lunch on Wednesday, December 21 using funds from the Library State Grant Account
 - Purchase gift cards for each staff member valued at \$25 per card using funds from the Library State Grant Account.
- K. Bourque asked the board to approve closing the library at Noon on Wednesday, December 21, for one hour to allow the staff to enjoy the Staff Appreciation Lunch.

MOTION: C. Eckert made a motion seconded by A. Woodland to close the library from 12 – 1 PM on Wednesday, December 21.

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes, Woodland yes.

ADJOURNMENT:

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

ROLL CALL: Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Pelley yes, Ramos-Pachucki yes, Woodland yes.

The meeting adjourned at 8:15 PM

NEXT MEETING: January 9, 2022, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting

Minutes of the November 14, 2022, Boxford Town Library Trustees' Meeting

Director's Report

Youth Services Staff Proposal Update

Fundraising

Facility Signage

Staff Appreciation

Accepted as presented on: January 9, 2023