

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**JANUARY 9, 2023, 7:00 PM**

**VIA ZOOM**

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

**ABSENT:** Rachel Pelley

**CALL TO ORDER:** J.P. Ryan, Chair Called the meeting to order at 7:03 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 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.

**ATTENDANCE ROLL CALL:** Ryan present, Smallman present, Eckert present, LaMantia present, Ramos-Pachucki present, Woodland present

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

**MOTION:** J. Smallman made a motion, seconded by C. Eckert to accept the minutes of the December 12, 2022, Boxford Town Library Trustees' Meeting as presented. The vote was unanimous.

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

**FACILITY SIGNAGE:** J. Smallman, K. Bourque

- **Monument Sign Discussion**
  - J.P. Ryan made a suggestion that the Monument Sign topic be moved to the Building and Grounds subcommittee to have them come back at a later date with three options for the board to consider
  - The committee consists of J. Smallman and K. Bourque. One more member is needed.
    - Interested Trustees contact K. Bourque by Friday.

**MOTION:** J.P. Ryan made a motion, seconded by A. Woodland that the Monument Sign topic be moved to the Building and Grounds subcommittee to report back to the board with options to consider. The vote was unanimous.

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

**SPECIAL EVENTS COMMITTEE:** K. Bourque

- Reminded the Trustees that a volunteer was needed for that committee
  - The committee consists of J.P. Ryan, Chair, J. Smallman, K. Bourque
  - Denae Ramos-Pachucki volunteered to be on that committee

**DIRECTOR'S REPORT: K. Bourque**

- **Finances**
  - \$7700 has been added to the Library Grant Fund from the state
    - The second payment will be in April
  - The EDI and Library Gift Funds can now accept on-line gifts
    - Fund-Raising Chair, E. Eckert has reviewed the direct links from the Library Website
      - E-checks and credit card payments in addition to traditional payment methods are available.
- **December Programming Highlights**
  - Music and Movement (2) attendance 70
  - Preschool Storytimes (2) attendance 33
  - Storytime & Pictures with Santa attendance 55
- **Circulation**
  - Hoopla Digital now available to Boxford residents
  - Library Usage At Mid-point of Fiscal Year 2023
    - Item Circulation: 33,612
      - Vs FY 19: 30,055 (pre-pandemic)
    - Visits: 14,000
      - Vs FY 19: 13,000 (pre-pandemic)
- **Expanding Youth Services Programming**
  - Karen Veilleux is putting on a Winter Craft four session program series for 3-5-year-old children beginning January 23
    - This is a pilot project
    - See if there are other ways to expand the Youth Services Program of Service without adversely affecting other aspects of the Library's Program of Service

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

**ADJOURNMENT:**

**MOTION:** J. Smallman made a motion, seconded by A. Woodland to adjourn the meeting. The vote was unanimous, and the meeting adjourned at 7:26 PM

**ROLL CALL:** J.P. Ryan yes, Smallman yes, Eckert yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

**NEXT MEETING:** February 13, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

**Documents/exhibits discussed at the meeting**

**Minutes of the December 12, 2022, Boxford Town Library Trustees' Meeting**

**Director's Report**

**Boxford Monument Sign**

**Accepted as presented on: February 13, 2023**