

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**FEBRUARY 13, 2023, 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

**ABSENT:**

**CALL TO ORDER:** J.P. Ryan, 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 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, Pelley present, Ramos-Pachucki present, Woodland present

**SECRETARY'S MINUTES:** Charlene Mead – Minutes of the Boxford Town Library Trustees' Meeting of January 9, 2023, were transmitted to the Trustees on January 10, 2023

**MOTION:** J. Smallman made a motion, seconded by A. Woodland to accept as presented the minutes of the Boxford Town Library Trustees' meeting of January 10, 2023. The vote was unanimous.

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

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

- **Finances:**
  - The first half of the Library Grant has been received (\$7,700)
- **Circulation Trends:**
  - Highest January EVER
  - Added Hoopla circulation
- **Programming:**
  - Winter Craft For Kids Series with Miss Karen (Library Assistant)
    - Two sessions (January and February)
      - A total of 49 children plus adults
  - Karen recommends a series from October to April

- Josh, Children's Librarian, and Karen are discussing March program
- Staff Training
  - Learning Anew in 2023 January Training
    - Staff achieved over 18 hours of Professional Development
    - Assessment of Learning Anew led to adjustment of monthly goals.
    - This quarter the training will be in April re Readers' Advisory with lunch

With no further questions, the Director's Report was submitted as transmitted.

**POLICY REVIEW SUBCOMMITTEE REPORT: A. LaMantia, K. Bourque**

- Boxford Town Library Rules
  - After discussion of the policy, it was deemed appropriate to table the vote until the March meeting.

**MOTION:** J.P. Ryan made a motion, seconded by J. Smallman to table the Boxford Town Library Rules until the next meeting.

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

- Policy on Food and Drink in the Library
  - Discussion

**MOTION:** D. Ramos-Pachucki made a motion seconded by J. Smallman to accept as presented the amended version of the August 12, 2019, Policy on Food and Drink in the Library. The vote was unanimous.

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

**FUNDRAISING SUBCOMMITTEE REPORT: C. Eckert, K. Bourque**

- Vehicles for fundraising were discussed.
  - Enticements—tumblers
- Communication
  - E-mail
  - Social Media
  - Bulk mailing not as effective
- Special project
  - Sign?

**BUILDINGS & GROUNDS SUBCOMMITTEE REPORT: J. Smallman, K. Bourque**

- Library signs installed on utility posts disappeared after 48 hours
  - Replacements have been ordered by DPW
  - Green is now the new standard for service signs vs blue.
- Survey of various Town Hall and Library signs was done and most prevalent two were presented

- Two Recommended Sign Designs discussed for Town Hall/Library sign
  - Sub-committee preferred style was discussed with ball park cost of \$8,342.50
    - Town previously approved sign style included Town seal, Times Roman lettering

**MOTION:** C. Eckert made a motion, seconded by J. Smallman to pursue the granite sign option. The vote was unanimous.

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

- After a decision is made at the March meeting regarding the Town Hall/Library sign, a request will be made to be on the Select persons agenda to present the project and fundraising.

**NEW BUSINESS:** K. Bourque

- Bylaws were presented for review by K. Bourque
  - Please send any changes/suggestions to the Director by February 28
  - Discussion will take place at the March 13 meeting.
- Special Events Chair, J.P. Ryan requested a sub-committee meeting for the last week of February or first week of March
  - The Director will send out possible dates for the meeting.

**ADJOURNMENT:**

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

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

**NEXT MEETING:** March 13, 2023, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Minutes of the January 9, 2023, Boxford Town Library Trustees' Meeting

Director's Report

Boxford Monument Sign Examples

Trustees' Handbook Bylaws

Policy on Food and Drink in the Library

Boxford Town Library Rules

Accepted as presented/amended on: March 13, 2023

