

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

NOVEMBER 15, 2021, 7:00 PM

VIRTUAL VIA ZOOM

PRESENT: Jayne Smallman, Vice-Chair, Glendon Ayers, Amanda LaMantia, Denae Ramos-Pachucki, Antagoni Woodland, Kevin Bourque, Director

ABSENT: John Paul Ryan, Chair, Rachel Pelley

CALL TO ORDER: J. Smallman, Vice-Chair, called the meeting to order at 7:00 PM

I call this meeting to order and inform 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.

ROLL CALL: Smallman present, Ayers present, Ramos-Pachucki present, Woodland, present.

SECRETARY'S MINUTES: Charlene Mead—October 18, 2021, Boxford Town Library Trustees' Meeting Minutes to be approved.

MOTION: A. Woodland made a motion seconded by D. Ramos-Pachucki to accept the October 18, 2021, Boxford Town Library Trustees' Meeting Minutes as presented.

ROLL CALL: Smallman yes, Ayers yes, Ramos-Pachucki yes, Woodland yes

DIRECTOR'S REPORT: K. Bourque

- FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards
 - First Round of Awards = ½ of what we will receive in total
 - Boxford will receive \$6,079.23 within the next 2-3 weeks
 - The second half should arrive the end of April
- Circulation Trends
 - October was the second highest since 2019 passing 5,000
 - September and October were higher than expected
- Usage Statistics
 - October total 1,957—down slightly from pre-pandemic
- Circulation
 - October 5,008
- Network transfers out to MVLC
 - 1372 sent out to consortium
- Program Attendance
 - Hybrid pandemic mode numbers tend to be less than pre-pandemic
 - Adult 63

- Youth 10

With no further questions the report is submitted as transmitted.

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

- Library Stabilization Fund (TMW 5/2021)
 - Beginning balance \$32,115.00
 - Deposits 0.00
 - Total Revenue 32,115.00
 - Paid Out 30,484.61
 - Remaining funds 1,630.39
- Library Renovation Fund (Friends' Gift)
 - Beginning balance \$11,040.98
 - Deposits 0.00
 - Total Revenue 11,040.98
 - Paid Out 3,767.17
 - Remaining funds 7,273.81
- Recommendations for library enhancements
 - To provide library staff with sufficient storage space
 - Purchase and install four additional upper cabinets in workroom for increased storage, freeing up additional workspace
 - Estimated cost \$2,000
 - Cabinets \$1,700
 - Installation \$300.
 - Funding sources
 - \$1,630.39 from the 5/2021 Town Meeting withdrawal from Library Stabilization Fund
 - \$370 from Friends' Gift
 - To finish off the library service space by covering the wall mounted shelving units with end panels
 - Purchase 26 and have installed, frosted acrylic end panels for the wall mounted shelving units
 - Estimated cost: \$23,000 (see proposal from Creative Library Concepts)
 - Funding sources
 - Option A
 - Withdraw full balance of Library Stabilization Fund (\$20,460)
 - Cover remaining cost with funds from the Friends' Gift
 - Would require going before Town Meeting for the funds
 - Option B
 - \$6,900 from Friends' Gift
 - \$16,000 from the Library Stabilization Fund
 - Would also require going before Town Meeting for the funds

Defer vote on End Panels until next meeting with more Trustees in attendance and additional quote.

MOTION: J. Smallman made a motion seconded by A. Woodland to approve the purchase and installation of 4 additional upper cabinets for the workroom using \$1,630.39 from the Stabilization Fund and \$370 from the Friends' Gift.

ROLL CALL: Smallman yes, Ayers yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

RESULTS OF LIBRARY EVENING USE STUDY: K. Bourque

- Library Evening Use Study
 - The study was conducted to determine if there was level of usage in the seven o'clock hour significant enough to justify shifting the hours of operation on the days the library is open in the evening from ten am to eight pm to nine am to seven pm.
 - This data was gathered over a nine-week period beginning the week of September fourth through the week of November first.
 - This was done using both manual and electronic measurement of patron attendance.
 - Conclusion: There is a level of usage in the seven o'clock hour significantly low enough to justify a shifting of the Boxford Town Library's normal hours of operation earlier by one hour at the beginning and end of the day.

MOTION: A. Woodland made a motion seconded by A. LaMantia to permanently change the Boxford Town Library's normal hours of operation for Monday through Thursday to 9:00 am to 7:00 pm effective on Monday, January 3, 2022.

ROLL CALL: Smallman yes, Ayers yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

MURAL FOR CHILDREN'S ROOM UPDATE: K. Bourque

- The Executive Committee met with Ciara Smith to discuss themes and components for the mural.
 - She will present 3 conceptual drawings for us to review at our December 13 meeting
 - The Selectmen have invited us to their December 20 meeting to give them an update on the library and that would be a good time to share with them about our mural

ADJOURNMENT:

MOTION: D. Ramos-Pachucki made a motion seconded by A. Woodland to adjourn the meeting.

ROLL CALL: Smallman yes, Ayers yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes.

The meeting adjourned at 7:40 PM

NEXT MEETING: December 13, 2021, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Boxford Town Library Trustees' October 18, 2021 Meeting Minutes

Board of Library Commissioners FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Recommendations for library enhancements

Creative Library Concepts Proposal

Library Evening Use Study

Accepted as amended on: December 13, 2021