

## BOXFORD TOWN LIBRARY TRUSTEES' MEETING

December 13, 2021, 7:00 PM

VIRTUAL via ZOOM

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

ABSENT: Glendon Ayers, Amanda LaMantia

GUEST: Ciara Smith

CALL TO ORDER: J.P. Ryan, Chair, called the meeting to order at 7:10 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 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.

ROLL CALL: Ryan present, Smallman present, Pelley present, Ramos-Pachucki present, Woodland present.

SECRETARY'S MINUTES: Charlene Mead—November 15, 2021, Minutes

MOTION: J. Smallman made a motion seconded by A. Woodland to amend the minutes to "J. Smallman called the meeting to order".

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

MOTION: J.P. Ryan made a motion seconded by A. Woodland to accept the minutes of the Boxford Town Library Trustees' Minutes of the November 15, 2021, meeting as amended.

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

MURAL FOR CHILDREN'S ROOM UPDATE: Ciara Smith

- Ciara presented her 3 excellent proposals in color
  - She suggested:
    - A fact sheet below the animals
    - Names of books in the library
  - Consensus to incorporate the mystical with the farm theme was agreed upon with the artist

- Ciara can have a rough draft of the final mural available for the January 3, 2022, Library update at the Selectpersons' meeting.
- The artist will be reimbursed for her materials (approximately \$80)
- A vote will be taken at the January 10 meeting of the Trustees after viewing the final presentation.

DIRECTOR'S REPORT: K. Bourque

- Circulation
  - September, October, and November circulation has been higher than any year since K. Bourque arrived.
    - People are coming back since the reopening and are averaging two books per patron
- Programming
  - The Craft Program which was on-line and interactive had a waiting list
  - Hybrid programs vs in-person can't have large crowds
  - Our numbers will increase when we come out of the pandemic
- FY23 DRAFT BUDGET
  - Salary increases indicated in Salary Reserve is unknown until voted at Town Meeting
  - Books and Materials \$82,000 is a required percentage of the overall budget
  - The budget meets the State Municipal Allocation Requirement

MOTION: J.P. Ryan made a motion, seconded by D. Ramos-Pachucki to approve the budget for final review with the Finance Committee.

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

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

UPDATE ON TOWN HALL/LIBRARY FACILITY: J. Smallman, K. Bourque

- Stabilization budget
  - Balance .39 cents
    - The Prairie Lounge chairs are scheduled to arrive Wednesday
    - The workroom cabinets are waiting for the town carpenter to install them
- Friends budget
  - Balance \$7,081.79
    - Acrylic End Panels
      - Donnegan Systems Inc. Quotation was lower than the Creative Library Concepts although ¼" vs. ½"
      - The issue was discussed, and vote taken

MOTION: J.P. Ryan made a motion, seconded by J. Smallman to put the Acrylic End Panels on hold for future discussion.

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

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

- Policy on Library Hours & Emergency Closures was presented

MOTION: A. Woodland made a motion, seconded by D. Ramos-Pachucki to accept the Policy on Library Hours & Emergency Closures as presented.

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

OTHER BUSINESS: K. Bourque

- The Town Administrator requested the Library Update scheduled for December 20 be moved to January 3.
  - Director will present the following:
    - New hours effective January 1, 2022
    - Mural for Children's Room

ADJOURNMENT:

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

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

The meeting adjourned at 8:10 PM

NEXT MEETING: January 10, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

November 15, 2021, Boxford Town Library Meeting Minutes

Mural Presentation

Director's Report

Creative Library Concepts Proposal

Donnegan Systems Inc. Quotation

FY 22 DRAFT Budget

Policy on Library Hours & Emergency Closures

Accepted as presented on: January 10, 2022