

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

JANUARY 10, 2022, 07:00 PM

VIRTUAL VIA ZOOM

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

ABSENT: Glendon Ayer

GUEST: Ciara Smith

CALL TO ORDER: J.P. Ryan called the meeting to order at 7:06 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: Ryan present, Smallman present, LaMantia present, Pelley present, Ramos-Pachucki present, Woodland present.

SECRETARY'S MINUTES: Charlene Mead—December 13, 2021, Boxford Town Library Trustees' Meeting Minutes

MOTION: A. Woodland made a motion, seconded by J. Smallman to approve the minutes of the December 13, 2021, Boxford Town Library Trustees' Meeting Minutes as presented.

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

MURAL FOR CHILDREN'S ROOM UPDATE: J. Smallman, K. Bourque, Ciara Smith

- Ciara presented her final mural in color
 - Suggested modifications:
 - Lions paws on rock
 - Rock filled in
 - Ciara agreed modification to digital image would be made and sent out immediately.
 - She requested being able to use this project as her Internship which would start in April and run for four weeks. That would be ample time for her to complete the mural. The request was granted.
 - K. Bourque will be her "guide/employer" and complete the internship paperwork
 - Ciara will submit her artist statements to be posted
 - Invoice for mural supplies will be submitted to K. Bourque

- The Library website will have information about the artist and a digital image of the mural. The Trustees requested permission from Ciara to use the digital images in the future for marketing or fundraising. She agreed to her digital images being used.
- There will be a poster in the library explaining what is happening in the children's room with an image of the mural, the artist statement and direction to the website.

MOTION: J. P. Ryan made a motion, seconded by J. Smallman to accept the final image with amendments regarding the lion's paws on the rock and the rock filled in.

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

DIRECTOR'S REPORT: K. Bourque

- Circulation Statistics
 - December circulation was higher than December 2019!
 - It exceeded 5,000, 25% of which was OverDrive
 - This is a testament to being open for browsing
- Patron Count
 - Every month we have about same number coming in, but we need a full year of counter numbers
 - Next year will give us good idea
- Programs
 - We have suspended all in-person programming for January i.e. Cookbook and Lego Clubs which will return in February.
 - Holding our own with the virtual programming
 - Story Time will resume in the future as it does not lend itself to virtual

With no further questions the director's report is submitted as electronically transmitted.

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

- Library Facility
 - Workroom cabinets will be installed as soon as the Town Carpenter has time
 - That will complete the renovation
 - Adult non-fiction section will be reconfigured as there has been a change since moving
 - The move will begin in Mid-March and be completed in a couple of months
 - There will be two long shelves and one short with large print moved over to the wall and seating area moved back

EDUCATIONAL INITIATIVES FOR 2022: K. Bourque

- Staff Development—Learn Anew in 2022—Moving to In-person training
 - Staff interest driven
 - Combination of self-paced and group learning events
 - Bolster staff retention and confidence
 - Incentives for participation
 - Opportunities to collaborate with other Town Depts.
 - Use a full or half day for professional development with library closed

- Waiting for MVLC to provide a list of presenters
- Patron Education—Neighbor to Neighbor—Sharing talents
 - Our Library is a place to learn from our neighbors
 - A training venue/presentation Options
 - In the past we have had talented neighbors share their talents at library programs
 - Marketing of Patron Education will begin shortly

OTHER BUSINESS:

J. P. Ryan—Ad Hoc Sub-committee Digital Marketing

MOTION: J.P. Ryan made a motion, seconded by A. Woodland to set up an Ad Hoc Sub-committee to explore Digital Marketing

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

- D. Ramos-Pachucki will chair the sub-committee with members R. Pelley, A. Woodland, and K. Bourque

K. Bourque—MVLC Wednesday Meeting re Effect of Omicron Variant and How Libraries are Responding

Other Towns

- Curbside pick-up
- Limit number of patrons in space
- Discontinue in-person programming

The Town of Boxford has a mask mandate

- Circulation desk is glass enclosed
- Postponed in-person programming—all virtual for the next month
- Contactless pick-up
 - Patron Option
 - Grab & Go Cart inside 2nd set of doors

K. Bourque—New Hours

- Successful—smooth transition
- Patrons finding us open and engaging

J.P. Ryan—Next Month Meeting Date

MOTION: J. P. Ryan made a motion, seconded by J. Smallman to change the February meeting date from Monday, February 14 to Tuesday, February 15.

ROLL CALL: Ryan yes, Smallman yes, Pelley yes, LaMantia yes, Ramos-Pachucki yes, Woodland no

K. Bourque—Strategic Planning Sub-Committee

- Linda Shea, Former Trustee Chair, has offered to serve as consultant
- D. Ramos-Pachucki, Chair, members A. Woodland, J. Smallman, K. Bourque

- April/May work load
 - Develop survey and marketing
 - Community feedback
 - Analysis

ADJOURNMENT:

MOTION: J. Smallman made a motion, seconded by D. Ramos-Pachucki to adjourn the meeting.

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

The meeting adjourned at 8:25 PM.

NEXT MEETING: February 15, at 7:00 PM

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Minutes

Director's Report

Children's Room Mural

Educational Initiatives for 2022

Neighbor to Neighbor Presenter Information Form

Accepted as presented on: February 15, 2022