

MINUTES

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

SEPTEMBER 10, 2018, 7:00 P.M.

TOWN HALL CONFERENCE ROOM TWO

PRESENT: Linda Shea, Chair, Jeanette Glesmann, Vice-Chair, Stephen Harvey, Jayne Smallman, Kevin Bourque, Director

ABSENT: Carole Davis, Heidi Ellard, Elizabeth Mullard

CALL TO ORDER: L. Shea called the meeting to order at 7:00 p.m. noting that the meeting is being audio and video recorded.

SECRETARY'S MINUTES: C. Mead—Minutes of the June 11, 2018, Boxford Town Library Trustees and the minutes of the June 11, 2018, Boxford Town Library Trustees' Executive Session.

J. Glesmann made a motion, seconded by L. Shea to accept the minutes of the June 11, 2018, Boxford Town Library Trustees' Meeting as presented. The vote was unanimous. J. Glesmann made a motion, seconded by J. Smallman to accept the minutes of the June 11, 2018, Boxford Town Library Trustees' Executive Session as presented. The vote was unanimous.

DIRECTOR APPOINTMENT: L. Shea

L. Shea made a motion, seconded by S. Harvey to reappoint Kevin Bourque as Library Director for a three (3) year term from July 1, 2018, to June 30, 2021. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

Library Usage – FY 18 Snapshot

- Circulation: 52,814 items
- Visitors: 24,108 recorded visits
- Collection: 38,000
- Library rebounding from closure—up significantly
- Youth Programming consistent, attendance stable
- Adult Programming consistent
- Movie Showings: well attended

Finances:

- Stable
- Fund 2582 Sally Sprague Fund:
 - Purpose: mysteries and classical movies
 - Had been sitting for a couple of years
 - Spending down now over 10 year period

Upcoming Programs:

Children

- Afterschool @ the Library, Monday – Wednesday from 3:15 to 5:00 p.m., beginning on Tuesday, September 11.
- Sewing for Kids, Presented by Boxford Artisan, Rebecca Kelly, Wednesday, September 19, at 3:30 p.m.
- Plus all the regular Children's programs

Adult

- Wool Applique Workshop with Vicki Murphy, Saturday, September 29 from 1- 2:30 p.m.
- Cookbook Club, "Mystery Ingredient Challenge," Friday, September 14 at 12 p.m.
- Memorize Best: The Art of Remembering Anything with memory expert Neal Kutzen, Thursday, October 4, at 6:30 p.m.
- Plus all the regular Adult programs

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: K. Bourque

- SEPTEMBERFEST@IFARM
- September 29 3-6 p.m.
- Fun and Games
- Great Food and Entertainment
- Wagon Rides/ Petting Zoo
- Sponsored by The Friends of the Boxford Town Library
- Tickets available online at www.ifarmboxford.com/events

UPDATE ON MUNICIPAL FACILITIES FEASIBILITY PLANNING TASKFORCE: J. Glesmann

- Explanation of process: Taskforce, Planning Board, User Groups, Fin Com, Selectmen on September 24.
- Harriman Final Report will be a compilation of the past two years, i.e. options, alternatives explored, extensive appendix, concept/estimates etc.
- Article for the warrant was read
- Town Hall & Library Blocking Diagram Update presented
- Library Trustees to vote on Town Meeting warrant article on Friday, September 21, at 12:30 p.m. at Town Hall.
- Taskforce Public Forum on September 22 at 10 a.m. at Town Hall.

PRESENTATION ON LIBRARY LSTA GRANT PROJECT: K. Bourque

- Cultivating S.T.E.M. Knowledge in Boxford
- Funding Agencies:
 - Institute for Museum and Library Services
 - Massachusetts Board of Library Commissioners
- Anytime STEM Learning Grant

- **Boxford Town Library's Project: Cultivating STEM Knowledge in Boxford**
- **Grant Award amount: \$6,167.00**

Project Components

- **Ten monthly programs presented by outside science presenters and Dr. Joyce Rains, STEM Educator at Spofford Pond Elementary school**
- **Ten interactive STEM Challenge Activities utilizing science and technology manipulatives**
- **Additional Resources**
 - **\$1,000. For STEM Non-Fiction books**
 - **\$785. For STEM Themed Play-a-Way Launchpad Tablets**
 - **\$1,000. For Spheros Coding Robots**
 - **\$800. For Keva Planks**
- **Community Partners**
 - **Spofford Pond Elementary School: Dr. Joyce Rains, STEM Educator**
 - **Friends of the Boxford Town Library**
 - **Robert Spillman, Boxford Resident and Science Educator**
 - **The North Shore Amateur Astronomy Club**
- **Presenters**
 - **Robert Spillman**
 - **Dr. Joyce Rains**
 - **Museum of Science**
 - **Ecotarium**
 - **New England Aquarium**
 - **North Shore Amateur Astronomy Club**
 - **Wingmasters**
 - **Curious Creatures**
- **Project Sustainability**
 - **Community Partners will be a resource to assist with future STEM programming**
 - **Additional Resources:**
 - **Foundation for a revitalized STEM circulating collection**
 - **Spring board for future STEM activities**
 - **Coding Club—"Kids That Code"**
 - **Keva Plank Construction Club**
 - **Discovery Club (monthly STEM activities and experiments)**

ADJOURNMENT: S. Harvey made a motion, seconded by J. Glesmann to adjourn. The vote was unanimous. The meeting adjourned at 8:28 p.m.

NEXT SPECIAL MEETING: September 21, 2018 at 12:30 p.m.

NEXT REGULAR MEETING: October 15, 2018 at 7:00 p.m.

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Town Hall & Library Blocking Diagram Update

Library Board of Trustees Presentation—Cultivating S.T.E.M. Knowledge in Boxford

Accepted as presented on: September 21, 2018