

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

OCTOBER 15, 2018

TOWN HALL, 7 P.M.

CONFERENCE ROOM TWO

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

ABSENT: Elizabeth Mullard

CALL TO ORDER: Linda Shea called the meeting to order noting that the meeting is being audio and video recorded at 7:04 p.m.

SECRETARY'S MINUTES: Charlene Mead—Minutes of September 21, 2018, and Special Meeting October 5, 2018 to be approved.

J. Glesmann made a motion seconded by C. Davis to approve the minutes of the Boxford Town Library Trustees' meeting of September 21, 2018, as presented. The vote was unanimous.

J. Glesmann made a motion seconded by L. Shea to approve the minutes of the Boxford Town Library Trustees' Special Meeting of October 5, 2018, as presented. The vote was four in favor, two abstained.

DIRECTOR'S REPORT: Kevin Bourque

- **STATISTICS**
 - Hot Titles are very popular and the new site increased visibility
 - OverDrive made a huge increase
 - Circulation overall is up
- **FINANCES**
 - Perley Board gave \$5,000 which increased the Gift Fund
- **PROGRAMS**
 - October 24 at 6:30 p.m. Lizzie Borden and the 40 Whacks Presented by Delvena Theatre Company and supported in part by a grant from the Boxford Cultural Council.
 - Halloween Party for Kids, Thursday, October 25, at 4 p.m.
 - Library Book Sale November 8 – 10
 - Books not sold will be donated to a non-profit that teaches teenagers entrepreneurship.
- **STAFF**
 - Louise Richardson is making slow progress
- **TRUSTEES**
 - A new Trustees' Handbook was distributed

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: Carole Davis

- Very successful fund raiser at ifarm on September 29—just shy of \$3,000.

- Thank you note to Christine Barendsfeld for use of ifarm
- Friends hope to make it an annual event.
- Book Sale is the next fund raiser

UPDATE ON MUNICIPAL FACILITIES PLANNING TASKFORCE: Jeanette Glesmann

- Another Forum was held to inform the voters about Article 5 on the October 23, Town Meeting.
- Town Moderator will go over the Warrant Articles on October 16

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: Jeanette Glesmann

Policy on Confidentiality and Privacy of Library Patron Information

- Policy reviewed, discussed, amended and vote will be taken at next meeting.

REQUEST FOR SATURDAY LIBRARY CLOSURES ON DECEMBER 22 AND 29: Kevin Bourque

- *S. Harvey made a motion, seconded by J. Glesmann to close the library on Saturday, December 22, and Saturday, December 29. The vote was unanimous.*

OTHER BUSINESS: Discussion regarding date of next meeting. Wednesday, November 14, was set for the next meeting.

ADJOURNMENT:

L. Shea made a motion, seconded by S. Harvey to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:30 p.m.

NEXT MEETING: November 14, 2018

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Trustees' Handbook

Policy on Confidentiality and Privacy of Library Patron Information

Accepted as amended on: November 19, 2018