

BOXFORD TOWN LIBRARY TRUSTEES

JOINT MEETING WITH BOARD OF SELECTMEN FOLLOWED BY SEPARATE SESSION

NOVEMBER 19, 2018, 7:00 P.M.

TOWN HALL

MEETING ROOM ONE FOLLOWED BY CONFERENCE ROOM TWO

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

JOINT MEETING WITH THE BOARD OF SELECTMEN IN MEETING ROOM ONE

REFLECTION AND NEXT STEPS FOR ONE TOWN ONE PLAN (TOWN HALL/LIBRARY) BUILDING PROJECT.

CONTINUATION OF MEETING IN CONFERENCE ROOM TWO: L. Shea reconvened the meeting at 8:05 p.m. noting that the meeting is being audio and video recorded.

SECRETARY'S MINUTES: Charlene Mead

J. Glesmann made a motion, seconded by L. Shea to accept the minutes of the Boxford Town Library Trustees' meeting of October 15, 2018 as amended. The vote was 6 in favor, 1 abstained.

DIRECTOR'S REPORT: K. Bourque

- **STATISTICS**
 - October reflects an increase in all areas

FINANCES

- **Fund Balances**
 - State Library Grant balance is up \$4,212.51
 - Boxford Town Library has been certified for the next year

UPCOMING PROGRAMS

- Tales from the Home of the World's Worst Weather, Thursday, November 29th, 6:30 p.m. Supported by the Friends of the Library
- Greeting Card Class, Friday, November 30th, 10 a.m. Supported by the Friends of the Boxford Library
- Victorian Christmas Traditions presented by Anne Barrett, 2006 Storyteller of the year, Wednesday, December 5th at 6:30 p.m. Supported by Friends of the Boxford Library
- Author Talk: Pulitzer-winning journalist Eileen McNamara examines the life and times of Eunice Kennedy Shriver
- Visiting a College Campus: So Much More Than Just a Tour—A workshop for 9th – 12th graders & parents on Wednesday, December 12 from 6:30 to 8:00 p.m.

STAFF

- Personnel
 - Recruitment process has been started to fill the Library Assistant position formerly held by Louise Richardson
- Meetings and Training
 - All of the staff have been busy attending meetings and training sessions.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- A successful Book Sale netting \$600.
- Unsold books were donated to More Than Words

REFLECTION & NEXT STEPS FOR ONE TOWN ONE PLAN (TOWN HALL/LIBRARY) BUILDING PROJECT: L. Shea

- Clarify what support we have for the library other than the envelop
- Most important to library is the collection at 188 Washington Street being accommodated at the library

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann

- Policy on Confidentiality and Privacy of Library Patron Information
- Table this policy until the next meeting

OTHER BUSINESS: L. Shea

- Trustees signed the Town of Boxford Employment Agreement for Director, Kevin Bourque, for three years.

ADJOURNMENT: *L. Shea made a motion to adjourn, seconded by J. Smallman. The vote was unanimous. The meeting adjourned at 9:25 p.m.*

NEXT MEETING: December 10, 2018

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Policy on Confidentiality and Privacy of Library Patron Information

One Town One Plan

Town of Boxford Employment Agreement for Kevin Bourque, Director

Accepted as presented on: December 10, 2018

