

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**AUGUST 12, 2019, 7:00 P.M.**

**TOWN HALL, CONFERENCE ROOM TWO**

**PRESENT:** Jayne Smallman, Vice Chair, Carole Davis, Stephen Harvey, Elizabeth Mullard, John Paul Ryan, Kevin Bourque, Director

**ABSENT:** Jeanette Glesmann, Chair, Heidi Ellard

**GUEST:** Miika Ebbrell

**CALL TO ORDER:** Vice-Chair, J. Smallman called the meeting to order at 7:00 p.m. noting that the meeting is being audio and video recorded. Miika Ebbrell was welcomed to the meeting.

**UPDATE ON TOWN HALL/LIBRARY FACILITY:** K. Bourque & Miika Ebbrell

- The plans are a collaborative result from a meeting of J. Glesmann, Trustee Chair, K. Bourque, Director and M. Ebbrell and her associate, Jessica Cargille of MED (Miika Ebbrell Design) to create a new conceptual floor plan to optimize the Town Hall for library functions.
  - The presentation of the first stage of the 1<sup>st</sup> and 2<sup>nd</sup> floor plans were reviewed and discussed
  - MED will provide a square foot summary
  - The plans make the library more welcoming and functional
  - Stakeholders will be contacted to review the plans

*J. Smallman made a motion, seconded by J.P. Ryan to accept the first stage of the plans that M. Ebbrell presented, discuss them with stakeholders, and then move forward with MED. The vote was unanimous.*

**SECRETARY'S MINUTES:** Charlene Mead—Minutes of the June 10, 2019, Boxford Town Library Trustees' Meeting.

*E. Mullard made a motion, seconded by C. Davis to approve the minutes of the June 10, 2019, Boxford Town Library Trustees' Meeting as amended. The vote was unanimous.*

**DIRECTOR'S REPORT:** K. Bourque

- Highlights of the Month:
  - Summer Reading Program was bolstered by the Stem Project
  - Children's Librarian, Josh Kennedy was commended for the fun programs that correlated with the grant.
  - The program was topped off with a fantastic science show by Keith Michael Johnson at the Summer Reading Party
- Outreach Opportunity

- Director Bourque and Beth Safford were present at Summer Fest
- Demonstrations of Keva planks, Launch Pads for children and adults, WiFi Hot Spot
- 100 people were spoken to by the Director
- 40 people verified that they had a library card and others signed up for a card
- Association of Rural and Small Library Conference
  - K. Bourque, Director, was asked to represent the state of Massachusetts at the conference September 4-7 in Burlington, Vermont.
  - K. Bourque was commended by the Board of Trustees for that honor
  - He will be working with the MBLC (Massachusetts Board of Library Commissioners) and 4 other Directors to plan the 2020 Small Library Forum for Massachusetts Libraries.
- Circulation
  - Historically the trend is for August circulation to be higher than July
    - The 6,000 mark is a realistic goal
  - Circulation by Fiscal Years is up 12% from 2018
- Programs
  - More people are attending the programs
  - Both Beth Safford (adult) and Josh Kennedy (children) have had excellent, quality programs
- Staff
  - Elizabeth Jones is working 12 hours a week with J. Kennedy, Children's Librarian
  - Library Assistant, Justin Liberti has left to take a full-time position at the Middleton Library
  - Anita Korzeniewski has been hired as a library assistant for two evenings and every other Saturday.
- Finances
  - A balance of \$9,329.24 is in the Grant Fund
  - Some of that balance will be used to have a Reference Librarian presence.
  - A desk will be set up for Beth Safford, Reference Librarian, in the magazine area of the library.

#### **FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis**

- October 13 Library Fund Raiser
  - Vendor, iFarm, insurance all in place
  - Volunteers needed for Mark Twain menu
  - William Sherman will be the presenter

#### **REPORT OF POLICY REVIEW SUBCOMMITTEE: J.P. Ryan**

- Modifications to existing library policies:
  - Policy on Fax Machine Usage
    - 2008 policy reviewed with modifications

***S. Harvey made a motion, seconded by J.P. Ryan to accept the Policy on Fax Machine Usage as amended. The vote was unanimous.***

- Policy on Library Telephone Use
  - 2008 policy reviewed with modifications

***E. Mullard made a motion, seconded by S. Harvey to accept the Policy on Library Telephone Use as amended. The vote was unanimous.***

- Policy on Food and Drink in the Library
  - Policy reviewed and amended

***E. Mullard made a motion, seconded by J.P. Ryan to accept the Policy on Food and Drink in the library as amended. The vote was unanimous.***

**OTHER BUSINESS: J. P. Ryan**

- Outdoor Movies for Summer 2020 Explored
  - Survey:
    - Boxford Residents on Facebook—100 yes, 2 no
    - Boxford 2.0—70 yes, 3 no (where's the library it's confusing)
    - Boxford Class of 2030—20 yes, 0 no (69 members)
  - A sponsor is available

***ADJOURNMENT: S. Harvey made a motion, seconded by J. Smallman to adjourn. The meeting adjourned at 8:46 p.m. The vote was unanimous.***

**NEXT MEETING: September 16, 2019**

**Respectfully submitted,**

***Charlene Mead***

**Charlene Mead, Minutes Secretary**

**Documents/exhibits discussed at the meeting:**

**Director's Report**

**First Stage of 1<sup>st</sup> and 2<sup>nd</sup> floor plans**

**Policy on Fax Machine Usage**

**Policy on Library Telephone Use**

**Policy on Food and Drink in the Library**

**Accepted as amended on: September 16, 2019**