

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

OCTOBER 21, 2019, 7:00 P.M.

TOWN HALL, CONFERENCE ROOM TWO

PRESENT: Jeanette Glesmann, Chair, Jane Smallman, Vice-Chair, Carole Davis, Stephen Harvey, John Paul Ryan, and Kevin Bourque, Director

ABSENT: Heidi Ellard, Elizabeth Mullard

CALL TO ORDER: Chair, J. Glesmann, called the meeting to order at 7:00 p.m. noting that the meeting is being audio and visually recorded.

The Chair moved to temporarily adjourn for the purpose of attending the Selectmen's meeting and return to open session. The motion was seconded by J. Smallman. The roll call vote: C. Davis yes, J. Glesmann yes, J. Smallman yes, J.P. Ryan yes. The meeting adjourned at 7:02.

J. Glesmann, Chair called the meeting to reconvene at 7:52 p.m. and informed all in attendance that the meeting is being video and audio recorded.

SECRETARY'S MINUTES: Charlene Mead

Boxford Town Library Trustees' Meeting Minutes of September 16, 2019:

J. Smallman made a motion, seconded by C. Davis to approve the minutes of the Boxford Town Library Trustees' September 16, 2019, meeting as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

K. Bourque submitted his report as written due to the length of the meeting but welcomed questions/comments.

- J. Glesmann made note of the quality of the adult programs and the increased attendance

K. Bourque highlighted the following upcoming programs:

- Halloween Party for Kids! On Thursday, October 24 at 4 p.m.
- Growing the Good!, the Tri-Town Community Read book discussion will be led by Beth Safford, Research Librarian, on Wednesday, October 23, at 7:00 p.m.
- Writing for Children by Professor Melissa Juchniewicz will be held on Saturday November 2 from 1-2:30 p.m.
- The Biographer's Dilemma: Telling Stories of the Unknown Women Who Introduced Emily Dickinson to the World presented by Julie Dobrow, Author of After Emily on Saturday, November 16 from 1-2:30 p.m.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- Mark Twain Fund Raiser
 - 60 attended and enjoyed great food and entertainment

- Net profits to be reported at next month's meeting
- C. Davis was presented with a lovely plant in recognition of her planning the project

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque and J. Glesmann

- Option 4 of the first floor library renovation project was reviewed
- Every town department has been helpful in finding solutions
- At Selectmen's meeting it was learned that the Police Station has storage space. Robin Phelan, Town Clerk, and Peter Perkins, Selectman, will contact the Police Chief in regard to storing the Clerk's equipment in that facility.
- K. Bourque will contact Brad Sweet, BCAT TV, to discuss the Treasurer's safe being moved to BCAT TV area.
- The solutions do not appear to impact HVAC project with the PBC (Permanent Building Committee)
- K. Bourque will check with the Town Administrator regarding the right steps to move forward for discussion with Miika
- November 14 J. Glesmann and K. Bourque have been invited to attend the PBC meeting.

UPDATES FROM THE POLICY REVIEW SUBCOMMITTEE: J. P. Ryan

- Policy on Service to Library Patrons and Residents of Decertified Municipalities discussion

J. Smallman made a motion, seconded by J.P. Ryan to approve the Policy on Service to Library Patrons and Residents of Decertified Municipalities as amended. The vote was unanimous.

- Policy on Retention of Patron Records was discussed

J. P. Ryan made a motion, seconded by J. Smallman to approve the Policy on Retention of Patron Records as amended. The vote was unanimous.

REQUEST FOR HOLIDAY TIME CLOSURES AND SCHEDULE CHANGE: K. Bourque

- Saturday Closures on December 21 and 28
- Early Closure on Tuesday, December 31 at 5:00 p.m.

J. Smallman made a motion, seconded by J.P. Ryan to accept the holiday time closures and schedule change as presented. The vote was unanimous.

ADJOURNMENT: *J. P. Ryan made a motion, seconded by J. Smallman to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:34 p.m.*

NEXT MEETING: November 18, 2019

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Option 4 Renovation Project

Policy on Retention of Patron Records

Policy on Service to Library Patrons and Residents of Decertified Municipalities

Accepted as presented on: November 18, 2019