

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**NOVEMBER 18, 2019, 7:00 P.M.**

**TOWN HALL, CONFERENCE ROOM TWO**

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

**GUEST:** Antigoni Woodland

**CALL TO ORDER:** Chair, J. Glesmann, called the meeting to order at 7:00 p.m. noting that the meeting is being audio and video recorded. Antigoni Woodland was welcomed and introduced to those in attendance. The Chair noted that the agenda had a prospective Board of Trustees' Candidate interview listed. However, that is not the case.

**SECRETARY'S MINUTES:** Charlene Mead

**Boxford Town Library Trustees' Meeting Minutes of October 21, 2019:**

*J. Smallman made a motion, seconded by C. Davis to approve the Boxford Town Library Trustees' Meeting Minutes of October 21, 2019, as presented. The vote: 5 members approved, 1 abstained.*

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

- **Circulation:**
  - Trend since 2015 is up
  - Two strong demographic areas:
    - 55+ and up through Middle School
- **Community Read**
  - The 6 week Community Collaboration with the Tri-Town School Union, Masconomet Regional School District, Tri-Town Council, and the three town libraries has come to a close.
  - Happy with participation in the Growing The Good theme which focused on kindness and the work of Mr. Fred Rogers.

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

- **Mark Twain Fund Raiser:**
  - The Event was a success in spite of the limited number requirement of the Fire Department for the iFarm.
  - A new venue will be sought for the next event
  - The Friends will be sponsoring Story Time at the West Boxford Provisions
  - The Board thanked C. Davis for her planning of the Mark Twain Fund Raiser

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

- **Meeting with Permanent Building Committee (PBC):**

- K. Bourque made a presentation of the Library Improvement Project using the current concept based upon Option #4 to the PBC on November 14, 2019
  - Solutions to storage displaced by Young Adults area being pushed back into storage area
    - Collaboration with Town offices and Police Station took care of the storage challenges of the Young Adult expansion
  - BCAT Systems Administration space is able to accommodate the Treasurer's Safe
  - MED was able to work quickly to adjust the above solutions
- PBC was pleased to hear that there would be NO construction on the 2<sup>nd</sup> floor of Town Hall. That the concept presented was final—there will be no later changes
- PBC HVAC engineers helped the PBC understand that there will not be a negative impact on the HVAC installation
- PBC requested further research to know with a degree of certainty that there are no wet walls effected in the storage room and the adjacent pantry at the rear of Meeting Room One. There is a question as to which wall the water pipes run down through to the ground.
  - The town will hire a carpenter to explore the storage room/pantry area
- The proposed cost estimate for construction for use in the Capital Improvement Plan is \$300,000
- E. Mullard proposed exploring combining the design/engineering and the construction cost for the Library improvement Project at the May Town Meeting.
- Discussion followed regarding where to start.

*S. Harvey made a motion, seconded by E. Mullard to approach the Town to combine the design and construction cost for the library improvement project to get to the May Town Meeting. The vote was unanimous.*

- K. Bourque will contact Alan Benson, Town Administrator, regarding the above motion

#### **STAFF TRAINING: THE FIVE LANGUAGES OF APPRECIATION IN THE WORKPLACE: K. Bourque**

- The staff will read the book: The Five Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People, by Drs. Gary Chapman and Paul White in December
- Training and assessment will take place in January.
- This should be valuable to the staff

#### **OTHER BUSINESS:**

- J. P. Ryan reminded Trustees to tell everyone that the Library Improvement Project will not cost taxpayers any money in their tax bills.
- K. Bourque will purchase a Keurig coffee machine for the staff to have in their work room.

*J. P. Ryan made a motion, seconded by E. Mullard, to let the staff know that the Trustees appreciate them. The vote was unanimous.*

**ADJOURNMENT: *J. Smallman made a motion, seconded by J.P. Ryan to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:40 p.m.***

**NEXT MEETING: December 9, 2019**

**Respectfully submitted,**

***Charlene Mead***

**Charlene Mead, Minutes Secretary**

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

**Director's Report**

**First Floor Plan for Library Improvement Project**

**The Five Languages of Appreciation in the Workplace**

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