

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

DECEMBER 16, 2019, 7:00 P.M.

TOWN HALL, CONFERENCE ROOM TWO

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

ABSENT: Carole Davis

GUESTS: Antigoni Woodland, Charles Killam

CALL TO ORDER: Chair, J. Glesmann, called the meeting to order at 7:01 p.m. noting that the meeting is being audio and video recorded.

PROSPECTIVE BOARD OF TRUSTEES CANDIDATE INTERVIEW: J. Glesmann

J. Glesmann welcomed Antigoni Woodland and the Trustees introduced themselves. A. Woodland spoke of her background and interest in being a Library Trustee. J. Glesmann explained the available position is to fill out the term until the May Town Election because Heidi Ellard has resigned.

PRESENTATION BY CHARLES KILLAM ON POTENTIAL SITE FOR FUTURE LIBRARY BUILDING: Charles Killam

C. Killam explained that he is a library supporter and feels that the library needs a building designed to be a library. He stated that the 146 Georgetown Road 4 acre parcel is available for sale and proposed that the Library Trustees look into that site for a library building. J. Glesmann explained that the Trustees' focus right now was the Boxford Town Hall Library Reconfiguration Project. The Trustees thanked C. Killam for coming to the meeting.

SECRETARY'S MINUTES: Charlene Mead

Boxford Town Library Trustees' Meeting Minutes of November 18, 2019:

J. Glesmann noted that the Trustees had received a thank you note from Heidi Ellard for the card and gift she received in appreciation for her years of dedicated service to the Library Trustees.

E. Mullard made a motion, seconded by J.P. Ryan to accept the Boxford Town Library Trustees' Meeting Minutes of November 18, 2019, as amended. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

HIGHLIGHTS:

- **Circulation:**
 - Above or similar to last year
- **Programs:**
 - Music & Movement for Kids, funded by CFCE (Coordinated Family & Community Engagement) of the North Shore, Thursdays at 10:00 am November 7 through 21 and

December 12 at 10:30 am in meeting Room 1 for ages up through preschool has been well attended.

- Rolling on the River, presented by Buttonwoods Museum, in Haverhill, Thursday, December 12 at 6:30 pm was interesting and well attended.
- Dementia Communication Strategies: Using art and images to enrich conversation, presented by Siobhan McDonald, author of, "Hilda's Story," on Saturday, January 11, at 1: 00 pm. COA (Council on Aging) will be invited to this upcoming program.
- Elsa of Frozen II will be coming in January!
- **Finances:**
 - The Board of Library Commissioners met to review financial reports
 - Boxford received certification in the first round
 - Typically we receive \$8,200., but was increased to over \$9,000 this year
 - The first installment of the State Grant has been received (\$4,598.68)
 - The second installment will be in April.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: K. Bourque for C. Davis

- **Friends Meeting:**
 - A Membership Drive Mailer will be sent out shortly

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

- Boxford Town Hall Library Modifications First Floor Plan, dated November 14, 2019, was distributed
 - PBC (Permanent Building Committee) agreed to roll the library reconfiguration project into the HVAC/Envelop project as a cost saving and to minimize facility closings.
 - To fund unforeseen expenses (engineering to include library reconfiguration into HVAC/envelop project), a transfer from the Finance Committee will be made
 - Warrant Article will have two parts:
 - HVAC/Envelop
 - Library Reconfiguration/HVAC/Envelop
- Thursday, December 18, PBC meeting at 7:30 p.m. at the Police Station

E. Mullard made a motion, seconded by J. Smallman, to approve the direction of rolling the library reconfiguration project into the Town Hall HVAC/Envelop project. The vote was unanimous.

OTHER BUSINESS:

- **Board of Trustee Candidate:**

E. Mullard made a motion seconded by J. Smallman to recommend Antigoni Woodland to the Board of Selectmen as a candidate to fulfill the position of Library Trustee until the May election. The vote was unanimous.

J. Glesmann explained the procedure:

- We will be on the January 6, 2020, Selectmen's meeting agenda as a joint meeting regarding the Library Trustee candidate.
 - The candidate will attend
 - The Selectmen and Trustees will vote
 - The candidate will contact the Town Clerk to be sworn in
- Charles Killam Proposal:
 - The Trustees appreciate that someone has come to the Trustees with a proposal for a library and thank C. Killam
 - We will stay on course with the project at hand
 - The reconfiguration project sets us up for a Phase II in the future.
- Staff Training: The Five Languages of Appreciation in the Workplace
 - K. Bourque requested the library close at 1 pm on January 17 for staff development

J. Glesmann made a motion, seconded by J.P. Ryan to approve an early close of the library at 1 pm on January 17 for staff development. The vote was unanimous.

J. P. Ryan noted that the proposed library reconfiguration project will not impact the taxpayers

ADJOURNMENT: *J.P. Ryan made a motion, seconded by J. Smallman to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:25 pm.*

NEXT MEETING: January 13, 2020

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Boxford Town Hall Library Modifications First Floor Plan of November 14, 2019

Accepted as presented on: January 13, 2020