

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MARCH 9, 2020, 7:00 P.M.

TOWN HALL, CONFERENCE ROOM TWO

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

ABSENT: Elizabeth Mullard, Antigoni Woodland

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

SECRETARY'S MINUTES: Charlene Mead

Boxford Town Library Trustees' Meeting Minutes of February 10, 2020.

J. Smallman made a motion, seconded by J.P. Ryan to accept the Boxford Town Library Trustees' Meeting Minutes of February 10, 2020, as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

- **Highlights of the Report:**
 - **Circulation:**
 - February was higher than previous February circulation
 - Increase in overdrive (e-books and e-audio books) circulation
 - State-wide borrowing of overdrive from other consortiums the past 4-5 months
 - **Programs:**
 - The Adult program on Forensic Science had an overflow attendance
 - Two Upcoming programs:
 - Caring for Your Flock presented by: Megan Megrath (State Poultry Inspector), Dr. Koenig (USDA) and Allison Hayes (Boxford's State Animal Inspector) on Saturday March 28th at 10 a.m. in Meeting Room 1 of Town Hall sponsored by Boxford Town Library and the Boxford Agricultural Commission.
 - You Can Pastel Paint The Miracle Flower with Pastelist, Gregory Maichack, on Tuesday, March 24 from 6:00 to 8:00 p.m. There is a wait list for this program. The program is supported in part by a grant from the Boxford Cultural Council

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- Books in Bloom in planning stage
- Book Sale May 2 will coincide with Earth Day and will be held in Meeting Room 1.
 - Drop off of books:
 - April 11, 10:00 – 1:00 at 188 Washington Street

- April 16, 4:00 – 8:00 at the Library

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

- Discussion of Library Warrant Article
 - PBC (Permanent Building Committee) made a presentation to the Selectmen on March 2
 - The architect recommended a joint article for the Warrant
 - The projects overlap each other and will save money done as one project
 - Library Stabilization money will be used for the library portion.

POLICY REVIEW SUBCOMMITTEE: J. P. Ryan

- Policy on Minimum Staffing Level
 - The minimum staffing level required for the Library to engage in normal operations is two staff members.

J.P. Ryan made a motion, seconded by J. Smallman to accept the Policy on Minimum Staffing Level as presented. The vote was unanimous.

DISCUSSION OF LIBRARY BOARD OF TRUSTEES' NUMBER OF SEATED MEMBERS: J. Glesmann

- Two people have taken out papers for the two seats on the Board of Boxford Library Trustees whose terms expire in May 2020.
- Discussion regarding number of seated members and quorums required. A seven member board requires four for a quorum and a five member board requires three for a quorum.

J.P. Ryan made a motion, seconded by C. Davis that the board remain at seven members. The vote was unanimous.

OUTDOOR MOVIE SERIES: J.P. Ryan

- A comprehensive plan was outlined
 - Date, time, location, movie, viewing license, food permits, insurance, police & fire details, DPW, Sponsors, collaboration with Friends of Boxford Town Library were all covered.
 - The Committee (K. Bourque, J.P. Ryan, J. Smallman, and A. Woodland) have done a stellar job. They will be promoting this Community Event using social media.

OTHER BUSINESS:

- S. Harvey—suggested we develop a policy for emergency situations.
 - Director, K. Bourque stated that it needed to be a Town Policy
 - The Library has hand sanitizer at the desk for employees and patrons due to the pandemic of COVID-19
 - Gloves will be used to unpack book deliveries which come from all over the state
 - Disinfection wipes will be used on all surfaces

- The Board of Health has not said “no” to public gatherings
- The Library is not canceling programs
 - Cancellation has been left up to program presenters.
- J. P. Ryan—made a statement that taxpayers need to know that the Library Reconfiguration will not cost taxpayers anything additional on their tax bill.
- J. Glesmann—suggested that we show the 2 part-time and 7 full-time library employees that we appreciate all they do during Library Week, April 11. J. Glesmann will e-mail all of the Trustees regarding this suggestion.
- J. P. Ryan—learned on social media that residents were looking for an interactive/sensory space for children. The responses named surrounding libraries, but not Boxford Library.

ADJOURNMENT: *J.P. Ryan made a motion, seconded by J. Smallman to adjourn the meeting. The vote was unanimous.* The meeting adjourned at 8:31 p.m.

NEXT MEETING: April 13, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director’s Report

Policy on Minimum Staffing Level

Preventing the Spread of COVID-19 “Coronavirus”

Movie Night Planning

Boxford Permanent Building Committee Project Updates

Accepted as amended on: April 13, 2020