

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

FEBRUARY 10, 2020, 7:00 P.M.

TOWN HALL, CONFERENCE ROOM TWO

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

ABSENT: Elizabeth Mullard, Carole Davis

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: Jeanette Glesmann

Boxford Town Library Trustees' Meeting Minutes of January 13, 2020.

J.P. Ryan made a motion seconded by J. Smallman to accept the minutes of the Boxford Town Library Trustees' meeting of January 13, 2020, as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

- The library staff are now recording when they offer technological advice and are recording computer sessions on a daily tally instead of relying on people to sign in
 - 30 sessions recorded in January as opposed to 11, 13 and 7 in the previous 3 months
- Circulation
 - January 2020's circulation was higher than January FY 16, FY 17, FY 18
 - We continue on an upward movement in circulation
- The library grant balance is about \$2,000 lower due to significant technological upgrades
 - Memory and memory switch upgrades
 - New computer added
- Upcoming Programs:
 - Origami for Kids on Wednesday, February 19 at 2 p.m.
 - You Can Pastel Paint the Miracle Flower on Tuesday, March 24 at 6 p.m.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: J. Smallman (for C. Davis)

- Books in Bloom will have an Olympic Theme this year, either sports-related or Japanese culture themed
- A Library Luncheon is being planned
- Book Sale will be held in conjunction with Earth Day

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

- Asked by PBC to propose a preliminary library relocation plan
 - Relocation of library services to the 188 Wash. St. during construction
 - Library will keep the same hours but will only have one service desk
- PBC (Permanent Building Committee) meeting on Thursday, January 16 at 7:30 p.m. recap

- Gienapp's final design drawing has incorporated the library project into the Town Hall/HVAC project
 - Consistent ceiling heights of 9 feet, 3 inches, acoustical tile
 - Remove stone flooring and replace with carpeting
 - The stairway half-wall removed and the void blown out to create a line of sight
 - Soffits and pillars removed from children's rooms
 - Rolltops removed in adult room and items repurposed
- PBC (Permanent Building Committee) meeting on Wednesday, February 5 at 7:30 p.m. recap
 - Initial cost estimate
 - Some items allocated to the library budget to be negotiated
 - Renting storage materials for 7 months, 624 crates, around \$12,000
 - Library moving costs \$44,963.00 to move collection at 188 Wash. St. to the basement and reshelve the Main Collection to 188 Wash. St.
 - Other moving bids to be collected
 - Savings of \$150,000 to the town if the HVAC and library projects are done concurrently
 - There will be two warrant articles at the next town meeting
 - The first warrant article will comprise the primary/HVAC envelope repair
 - If the first warrant article passes then the town will consider the second warrant article consisting of the library reconfiguration project
 - If the first article is defeated then the second library article will be passed over, so will need to propose/compose a third warrant article to be discussed if the second is passed over

J. Glesmann made a motion, seconded by J.P. Ryan, that the library director request the town administrator to prepare a warrant article to allow the library reconfiguration projects architectural/engineering funding come from the stabilization fund. Motion passed with 3 in favor, 1 opposed and 1 abstention.

- REMINDER: J. P. Ryan
 - The proposed reconfiguration of the library will not result in additional taxes for taxpayers
- OUTDOOR MOVIE SERIES: J. P. Ryan
 - Revisit outdoor movie this year
 - Subcommittee formed
 - First meeting Wednesday, February 26 at 6:30 p.m.
 - Pursue private donors
- OTHER BUSINESS: K. Bourque
 - Change the size of the board from 7 to 5
 - E. Mullard is moving out of town and J. Glesmann not pursuing re-election leaving 2 empty seats
 - This preliminary discussion to be continued at next meeting
- ADJOURNMENT: *J. P. Ryan made a motion seconded by J. Smallman to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:41 p.m.*

- **NEXT MEETING: March 9, 2020**

Respectfully submitted,

Documents/exhibits discussed at the meeting:

Director's Report

Project Budget, Boxford Town Hall and Library by Gienapp Architects

Preliminary Library Relocation Plan

Sterling Office Services Division Moving Estimate

Accepted as presented March 9, 2020