

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

APRIL 13, 2020, 7:00 P.M.

Meeting via Zoom

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

ABSENT: Carole Davis

CALL TO ORDER: Chair, Glesmann, called the virtual 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 March 9, 2020

J. P. Ryan made a motion, seconded by J. Smallman to accept the Boxford Town Library Trustees' Meeting Minutes of March 9, 2020, as amended. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

- **Circulation**
 - **Total Circulation 2852**
 - **Overdrive 1130 which is up from 740 average**
 - **Hot off the Virtual Press has been very successful**
- **Finances**
 - **Board of Library Commissioners Letter**
 - **Issued second and final State Aid to Public Libraries**
 - **\$4,674.44 received bringing the new balance to \$9,281.23**
- **Staff**
 - **Twelve webinars were attended by staff since March 16**
 - **Staff working from home being creative in finding new and inventive ways to get information out to the public**

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

- **The Friends did not meet this month.**

FY 21 CHANGES TO THE BUDGET: K. Bourque

- **Town Administrator, Alan Benson, has requested zero increases to Department Budgets**
 - **The Goal set by the Town Administrator for the Library to meet is \$461,270.**
 - **Proposed FY21 budget is \$12,650 less than the Municipal Allocation Requirement.**
 - **The Municipal Allocation requirement is based on a formula from the Massachusetts Board of Library Commissioners (MBLC)**
 - **Fall 2022 we will need to apply for a Waiver**

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

Nothing new at this time.

VIRTUAL LIBRARY SERVICES: K. Bourque

- **Virtual Services**
 - **Hot off the Virtual Press**
 - **Social Media Posts**
 - **To Be Read Requests**
 - **Three voicemails answered**
 - **Customer Service/Reference Requests**
 - **Three emails answered**
 - **Three voicemails answered**

OTHER BUSINESS:

- **K. Bourque**
 - **The Library had plans for Curbside Pickup, but Massachusetts Board of Library Commissioners recommended that all libraries discontinue exchanging physical items.**
 - **When we reopen, incoming items will be quarantined at least 7 days stored in Meeting Room 2**
- **K. Bourque**
 - **Expressed a thank you to town resident, Glen Ayer, for offering to deliver books to residents. However, due to the MBLC recommendations and Governor's Advisory, we were not able to accept his generous offer.**
- **J. Glesmann**
 - **A letter of resignation from Trustee, Elizabeth Mullard, was received effective April 1. She will be moving out of town. J. Glesmann will send an e-mail to the Chair of the Selectmen regarding the vacancy on the Board of Library Trustees. E. Mullard's term expires in 2021**

ADJOURNMENT: *J. Smallman made a motion, seconded by J.P. Ryan to adjourn the meeting. The vote was unanimous. The meeting adjourned at 7:51 p.m.*

NEXT MEETING: May 11, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Virtual Library Services

Hot Off the Virtual Press

Budget Letter

Accepted as presented on: May 11, 2020