

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

DECEMBER 10, 2018, 7:00 P.M.

TOWN HALL

CONFERENCE ROOM TWO

PRESENT: Linda Shea, Chair, Jeanette Glesmann, Vice-Chair, Carole Davis, Stephen Harvey, Elizabeth Mullard, Jayne Smallman, Kevin Bourque, Director

ABSENT: Heidi Ellard

GUEST: Michael White, Finance Committee

CALL TO ORDER: Chair, Shea, called the meeting to order at 7:00 p.m. noting that the meeting is being audio and video recorded. She then welcomed Michael White to the meeting.

SECRETARY'S MINUTES: Charlene Mead

J. Glesmann made a motion, seconded by J. Smallman to accept the minutes of the Boxford Town Library Trustees' meeting of November 19, 2018, as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

STATISTICS:

- An increase in attendance in both adult and children's area
- Some of the increase attributed to the programming

FINANCES:

- State Grant Funding has not been received—due early part of December
- A check for \$5,000 will be received in memory of Boxford residents to be spent however needed. It will be deposited in the Library Gift Fund

PROGRAMS:

- Children and Adult programs continuing as scheduled

UPCOMING PROGRAMS:

- "Visiting a College Campus: So much more than just a tour!" presented by Maria Lucca from Crimson College Consulting, Wednesday, December 12, 6:30 p.m.

STAFF:

- **Personnel**
 - Part Time, Non-benefit eligible position as been filled
 - Justin Liberti will start the Symphony Software Training and will begin working on December 31, 2018
- **Meetings**
 - K. Bourque met with MBLC grant coordinator, Shelley Quezada, to discuss the Library's LSTA STEM grant on Tuesday, November 27, at 10 a.m. here in Boxford.
 - K. Bourque attended the MVLC Membership Meeting on Tuesday, November 27, at the Georgetown Peabody Library, at 2 p.m.
- **Training:**
 - Robyn Luna, Head of Circulation, attended Reference Training offered by MLS on Wednesday, November 28, in Ipswich.
 - Beth Safford, Head of Reference, attended MVLC Sirsi/Dynix BlueCloud Reports Training on Thursday, November 29, at MVLC Central Site in North Andover.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- In process of hiring a financial person
- Providing excellent programs for the library
- Planning fund-raisers:
 - February Chocolate Cookies
 - Fall Holiday Brunch at the ifarm.

REFLECTION & NEXT STEPS FOR TOWN HALL/LIBRARY FACILITY: L. Shea

- PBC (Permanent Building Committee) Report on 2019 Building Maintenance Projects was distributed
- The Selectmen have requested the PBC to prioritize the items in the report
- L. Shea and J. Glesmann met with Al Vaz, Chair of the Selectmen, to discuss next steps
- The Selectmen do not have any plans at present
- **Our Goals:**
 - L. Shea suggested:
 - The collection in one place
 - Seating for groups:
 - Young Adults
 - Adults
 - Children
 - K. Bourque suggested in addition to the above:
 - Space for programming
 - Space for economic generation

- A welcoming atmosphere
- After discussion:
 - K. Bourque will check on the availability of an MVLC Space Consultant
 - Each Trustee will present at the next meeting their space priorities

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann

- After review of the Policy on Confidentiality of Library Patron Information, the following motion was made:

C. Davis made a motion seconded by J. Smallman to accept the Policy on Confidentiality of Library Patron Information as amended on December 10, 2018. The vote was unanimous.

OTHER BUSINESS: M. White, Finance Committee

- Request that the Library Trustees' budget not exceed 2%

ADJOURNMENT: *J. Smallman made a motion seconded by S. Harvey to adjourn the meeting. The vote was unanimous. The meeting adjourned at 9:20 p.m.*

NEXT MEETING: January 14, 2018

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Policy on Confidentiality and Privacy of Library Patron Information

PBC Report on 2019 Building Maintenance Projects

Boxford Library Facility Evaluation Executive Summary & Floor Plan Level 1

Accepted as presented on: January 14, 2019

