

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**MAY 11, 2020, 7:00 P.M.**

**MEETING VIA ZOOM**

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

**CALL TO ORDER:** Chair Glesmann, called the meeting to order and informed all that the meeting was being video and audio recorded and that in accordance with the Governor's emergency orders of March 12<sup>th</sup> and 15<sup>th</sup> 2020, this public meeting was being conducted via remote participation. No in-person attendance by members of the public will be permitted, HOWEVER, the public was able to: Listen to and/or view this meeting virtually through the remote participation link provided on this meeting's agenda as posted on the Town's website calendar. The agenda provides a meeting specific ID number required for virtual attendance via Zoom. In addition, all members were made aware that all votes must be roll call votes.

**ROLL CALL:** Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes

**SECRETARY'S MINUTES:** Charlene Mead

**Boxford Town Library Trustees' Meeting Minutes of April 13, 2020**

*J.P. Ryan made a motion, seconded by J. Smallman to accept the minutes of the Boxford Town Library Trustees' Meeting of April 13, 2020, as presented. Roll Call Vote: Glesmann yes, Harvey yes, Ryan Yes, Smallman yes, Woodland yes.*

**DIRECTOR'S REPORT:** K. Bourque

Submitted report as transmitted on May 8 with the following highlights:

- April Overdrive Statistics are double what we normally experience
- More access to Ancestry Library Edition (at home)
- Virtual Services
  - Hot Off the Virtual Press
  - Children's Story Time
  - Social Media Posts
  - To Be Read Requests
- Summer Time Reading purchases on hold—waiting to hear from schools

**FY 21 CHANGES TO THE BUDGET:** K. Bourque

- As reported last month, the library was asked to resubmit FY21 budget based on a reduction of 2% of FY 2020 budget. If adopted would mean closing mean closing Thursday evenings and reduce part-time employee's hours

- Finance Committee recommended staying open Thursday evenings and add \$6,700 back into budget
- Selectmen will be voting on that at tonight's meeting.

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

- At the last Selectmen's meeting they voiced assent that at the Town Meeting the warrant should include the Town Hall/Library Facility.
- The PBC (Permanent Building Committee) Meets at 7 p.m. this Thursday.
- Project is currently at the stage where the architect submits construction drawings allowing the Town to go out for bid.
- Once there is a Town Meeting date, they would begin the bidding process approximately 4 weeks ahead for soliciting, reviewing, and selecting a contractor so that voters at Town Meeting could vote on an actual price versus an estimate.

**DEVELOPMENT OF LIBRARY REOPENING PLAN: K. Bourque**

- **AT THIS TIME**, the library has a preliminary Library Opening Plan which was presented working with a projected implementation date of May 18
  - A copy of the plan has been presented to the Selectmen for their meeting tonight
  - Plan based on communication with other Department Heads, library staff, and Town employees
  - During Phase I and tentatively Phase II, library staff will be in the building Monday through Thursday from 10 a.m. to 6 p.m., on Friday 10 a.m. to 3 p.m. and closed on Saturday
  - Plans fit with Union Contracts
  - Reception Desk will be used by library staff
  - Massachusetts Board of Library Commissioners and Mass Library System have provided a great deal of guidance for the creation of this plan
  - Books on hold will be available for pickup delivered in a bag on a cart outside the door during Phase I

**OTHER BUSINESS:**

- 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.

**ADJOURNMENT:** *J. P. Ryan made a motion, seconded by J. Smallman to adjourn the meeting. The Roll Call Vote: Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes.* The meeting adjourned at 8:25 p.m.

**NEXT MEETING:** June 8, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

**Director's Report**

**FY 21 Changes to Budget**

**Library Reopening Plan**

**Reopening Advisory Board Comments**

**Accepted as presented on: June 8, 2020**