

BOXFORD TOWN LIBRARY TRUSTEES' SPECIAL MEETING

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

MEETING VIA ZOOM

PRESENT: Jayne Smallman, Glenn Ayer, Carole Davis, Stephen Harvey, John Paul Ryan, Antigoni Woodland, Kevin Bourque, Director

CALL TO ORDER: J. Smallman, Vice-Chair

I call this meeting to order at 7:00 p.m. and inform all that this meeting is being video and audio recorded and that in accordance with the Governor's emergency orders of March 12th and 15th, 2020, this public meeting/hearing will be conducted via remote participation. No in-person attendance by members of the public will be permitted, HOWEVER, the public is 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 please be aware that all votes must be roll call votes.

ATTENDANCE ROLL CALL: Ayer yes, Davis yes, Harvey yes, Smallman yes, Ryan yes, Woodland yes

REORGANIZATION OF THE BOARD, SELECTION OF BOARD CHAIR AND VICE-CHAIR FOR FY21: J. Smallman

NOMINATION OF CHAIR:

***MOTION:** J. Smallman, Vice-Chair, made a motion, seconded by C. Davis to nominate J.P. Ryan as Chair of the Boxford Town Library Trustees.*

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

NOMINATION OF VICE-CHAIR:

***MOTION:** J.P. Ryan made a motion, seconded by C. Davis to nominate J. Smallman as Vice-Chair of the Boxford Town Library Trustees.*

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

MINUTES: Charlene Mead

The minutes of the June 22, 2020, BOXFORD TOWN LIBRARY TRUSTEES' SPECIAL MEETING which were sent electronically to the Trustees on June 23 need to be approved as amended---the time of the opening of the meeting was 7:33 instead of 7:03 p.m.

***MOTION:** A. Woodland made a motion, seconded by J. Smallman to accept the minutes of the June 22, 2020, Boxford Town Library Trustees' SPECIAL Meeting as amended.*

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

DIRECTOR'S REPORT: K. Bourque

- **June Statistics**
 - **Physical Checkouts were 1,803 which was below normal for June**
 - That drop was due to reduced access to materials because of no inter-library loans
 - Curbside pick ups being very popular which brought down Overdrive checkouts.
 - **Zoom Programming:**
 - Poetry Circle and Small Business Administration each had 10 attendees.
- **Finances**
 - **Library Grant and Gift Fund accounts are back up due to reimbursement from CARES ACT**
- **Upcoming Programming:**
 - **Summer Reading Program for All Ages**
 - Reading Challenges for Adults, Teens, and Children
 - Incentives include Amazon Gift Cards and Scholastic Books for Children
 - Program runs from June 15 through August 14, 2020
 - Further details can be found on the Library website
 - **Youth Programs—Conducted virtually via Zoom**
 - Mr. Vinny's Shadow Puppet Show – Wednesday, July 15, 3 p.m.
 - Mother Goose Live – Thursday, July 23, 3 p.m.
 - Fairy House Building for Kids – Monday, July 27, 11 a.m.
 - Register for the programs to receive the Zoom link
 - **Staff**
 - **Meetings**
 - K. Bourque attended Town of Boxford Department Head meeting on Tuesday, June 9.
 - K. Bourque attended an MVLC Membership meeting on Tuesday, June 16.
 - **Training**
 - Library staff have been attending Online webinars

MOTION: *A. Woodland made a motion, seconded by J. Smallman to accept the Director's Report as presented.*

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

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- **Two possible plans are being looked at for fund-raising**
 - Cookbook author luncheon
 - Box lunch to honor all of the Town employees and organizations who have worked to make the control of the Pandemic successful in Boxford.
- **Recruitment to increase membership in the Friends of the Boxford Town Library**

SWEARING IN OF NEW MEMBER: Robin Phelan, Town Clerk

- **Glendon C. Ayer, Jr. – term expires May 16, 2023**

Chair, J.P. Ryan welcomed Glen Ayer to the Board of Trustees

INTERVIEW WITH POTENTIAL LIBRARY TRUSTEE CANDIDATES: K. Bourque

Three additional residents have expressed an interest in the one-year appointed position on the Board of Library Trustees until the next May 2021 election.

The three potential library trustee candidates are:

- **Tiffany Bartke**
- **James Barnes**
- **Amanda LaMantia**

Each candidate was asked the following questions by the trustees:

- **Tell us about yourself, your interest in the Library, and why you want to be a Trustee.**
- **Please share with us the skills/strengths you would bring to the Library Board of Trustees.**
- **What are the major issues facing the Boxford Library and how do you think the Library Trustees can be part of the solution?**
 - **Follow up: How/where would you like to see the Library grow and what would you bring to the table to help that growth process?**
- **Do you have any questions for the board?**

K. Bourque:

- **Trustee, Stephen Harvey has submitted his resignation today**
- **Town Administrator will be contacted tomorrow morning to determine if S. Harvey's position needs to be advertised for two weeks**
- **Discussion of the six candidates was held (3 from this week and 3 interviewed on June 22)**
- **Another Special meeting will be called**

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

- **PBC (Permanent Building Committee) member, B. Hazelwood will be the primary presenter of facts for the Warrant regarding the Town Hall/Library Facility at the Annual Town Meeting along with Rich O'Brien.**
- **The primary goals of the Library project are**
 - **Utilize the service space in a more efficient and effective manner**
 - **Create a more welcoming space through increased light and comfortable seating**
 - **Reduce confusion about the space by increasing visibility of the Library services.**
- **Projected increases in space and services as a result of the project:**
 - **10% more shelving capacity**
 - **100% computer availability**
 - **45% increase in comfortable seating to use resources**
- **The Library Stabilization Fund has increased by \$20,000 over the past 2 years from \$475,000 to \$495,000 which reduces the overall tax impact of the project.**

PHASES REOPENING UPDATE: K. Bourque

- The Town's latest projected time for opening Town Buildings is the beginning to mid-September.
- Potential service models were discussed
- MVLC is discussing how the return of transferring materials between libraries will work

OTHER BUSINESS:

- Chair, J.P. Ryan, thanked S. Harvey for his service on the Board of The Boxford Town Library Trustees.
- Vice-Chair, J. Smallman stated that she and J.P. Ryan visited Jeanette Glesmann, retired Chair, and presented her with a gift certificate to Pettengill Farm and a cake in the shape of a book made by J.P. Ryan.

ADJOURNMENT:

Motion: *J. Smallman made a motion, seconded by C. Davis to adjourn the meeting.*

ROLL CALL: Ayer yes, Davis yes, Harvey yes, Smallman yes, Ryan yes, Woodland yes

The meeting adjourned at 9:05 p.m.

NEXT MEETING: August 10, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Accepted as presented on: July 20, 2020