

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

SEPTEMBER 14, 2020, 7 P.M.

VIRTUAL VIA ZOOM

PRESENT: John Paul Ryan, Chair, Carole Davis, Amanda LaMantia, Denae Ramos-Pachucki, Antigoni Woodland, Kevin Bourque, Director

ABSENT: Glendon Ayer, Jayne Smallman

CALL TO ORDER: Chair, J. P. Ryan

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: Ryan yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

SECRETARY'S MINUTES: Charlene Mead

MOTION: *C. Davis made a motion seconded by A. Woodland to accept the minutes of the Boxford Town Library Trustees' August 10, 2020, meeting as presented.*

ROLL CALL: Ryan yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

DIRECTOR'S REPORT: K. Bourque

- Submitted Report as presented with the following highlights:
 - Virtual Programming successful with Backyard Birding attendance at 30
 - Personnel Change
 - Emily Skoff, Library Assistant resigned from her position, finishing her employment with the Town on Friday, September 4, 2020
 - The Executive Committee met and made a proposal to the Selectmen for the position to remain frozen until the building is open to the public.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- Nothing to report at this time

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

- Article 8 on the Warrant at Town Meeting on Saturday, September 12, 2020, passed
- Jayne Smallman Zoomed in for a couple of minutes to rejoice with the trustees.
- J. P. Ryan thanked Jayne Smallman for her presentation at Town Meeting and all the previous Trustees in particular, Steve Harvey and Jeanette Glesmann, who lead us to this point to get this library reconfiguration approved.
- The Town has accepted the contractor's bid.
 - Notification of the contractor taking possession of the building will be forthcoming
 - Town will have a carpenter and plumber working on 188 Washington Street to prepare it for use as a service space
 - Library will be located at 188 Washington St. for approximately 6 – 7 months

FY21 BUDGET & MUNICIPALITY ALLOCATION REQUIREMENT WAIVER: K. Bourque

- In April, 2020, the Finance Committee and Selectmen requested all Town departments to review their budgets and reduce by 2%
 - By cutting evening hours and part-time hours the library budget was reduced by 2%
 - Finance Committee returned \$6,500 to the Library Budget to maintain current level of service
 - Negotiated union contract returned additional funds to the budget
 - Library budget, approved at Town Meeting is \$473,038
 - FY 21 MAR is \$473,919
 - The Town will need to apply to the MBLC for a waiver of the MAR to maintain certification and participate in the State Aid program
- The Finance Director, Kathy Benevento, will prepare the financial paperwork and supporting material needed for the Town's application for a waiver.
- Barring any long-term financial difficulties, the Director is confident that the library can get out of the waiver pattern well before the end of 5-year limit.

SPECIAL EVENTS SUBCOMMITTEE UPDATE: J. P. Ryan

- Feasibility of Holding a Movie Night during Covid-19 Pandemic
 - After discussing the pro's and con's the committee voted to defer the movie night until the summer of 2021
 - The committee voted to pursue local sponsorship funding instead of applying for a Boxford Cultural Council grant because it might interfere with library grants from the Boxford Cultural Council.

OTHER BUSINESS: J.P. Ryan

- The Executive Committee visited 188 Washington St. to explore installing a "walk-up window"
 - It was determined that the 2nd or 3rd window to the right of the front door would be the best location for the window.
 - Project will be taken on by the Maintenance/Building and Grounds Subcommittee

ADJOURNMENT:

MOTION: *D. Ramos-Pachucki made a motion, seconded by A. Woodland to adjourn.*

ROLL CALL: Ryan yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

NEXT MEETING: OCTOBER 19, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Approved Minutes of the Special Events Subcommittee Meeting of August 19, 2020

Town Budget FY21

Municipal Allocation Requirement (MAR)

Massachusetts Libraries Board of Library Commissioners FY 2021 Municipal Appropriation Requirement (MAR) Waiver Packet

General Law – Part I, Title XII, Chapter 78, Section 19A

Accepted as presented on: October 19, 2020