

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

OCTOBER 19, 2020 7:00 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: J. P. Ryan, Chair, at 7:04

I call this meeting to order 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 and/or 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, LaMantia yes, Ramos-Pachucki yes, Woodland, yes

SECRETARY'S MINUTES: Charlene Mead—September 19, 2020 Boxford Town Library Trustees' Meeting Minutes

MOTION: *A. Woodland made a motion, seconded by J.P. Ryan to accept the September 19, 2020, Boxford Town Library Trustees' Meeting Minutes as presented.*

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

DIRECTOR'S REPORT: K. Bourque

- September Statistics
 - Physical Checkouts exceeded our normal checkouts
 - Adult program attendance is higher
 - Patrons pleased with level of servicing
- With no further questions, report submitted as transmitted.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- Permission granted from the Friends to recycle holiday decorations stored in the library
- Continued support of museum passes and virtual program funding

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

Building Project

- Proposed Project Timeline
 - Contractor and Town finalizing Timeline

- Estimated completion 7-8 months
- November 12 Library will be moved out of Town Hall
 - William B. Meyer (library movers) will move the books
 - Office Equipment will be moved by Town movers.
- Planning for new Library Layout
 - Creating shelving plans
 - Identifying and labeling shelving

Transition to Temporary Service Location at 188 Washington Street

- Facility work at West Library
 - Basement preparations
 - Cleaning
 - Painting the floor
 - Relocating and Condensing Town Hall Storage
 - First Floor preparations
 - Organizing storage in the office
 - Weeding older and less relevant items
 - Bathroom is up to code so Ladies Room will become Unisex
 - Walk-up Window
 - Donation of supplies and time by Boxford Residents
 - Jayne and David Smallman coordinating this project
- Services—Library is suspending curbside October 30 until ready to go at 188
 - During the Transition
 - Phone Assistance for Patrons
 - Reference and Readers Advisory
 - Managing requests and checked out items
 - General Library Account Management
 - Virtual Programming
 - Book Dropoff will be moved to West location TBD
 - While at West Library
 - Marketing Opening
 - Reverse 911
 - E-mail
 - Social Media
 - Web Site
 - Pick-up in vestibule hopefully week of November 16 or 23
 - Phone Assistance for Patrons
 - Reference & Readers Advisory
 - Managing requests and checked out items
 - General Library Account Management
 - Virtual Programming
 - Physical Browsing by Patrons date TBD
 - Reservations will be needed
 - 5 patrons in at a time for ½ hour

- Staffing
 - Continuing 50% staggered staffing (7 full-time with 4 in building at a time)
 - Maximum of four workstations at 188 Washington Street
 - Adult side to left with a workstation and desk for Beth
 - Children's side to right with a workstation and desk for Josh
 - Service desk in center
 - Two workstations in office
- Shelving Plan
 - Determining what shelving will be used at Town Hall (shelving plans were displayed on the screen and explained to Trustees)
 - Young Adult Room will have a window and some bean bag chairs
 - Children's Room will have a Computer Table with 3 stations with 5th/6th grade size chairs
 - Adult Room shelving configuration will allow for different seating arrangements
 - Modular conference tables
 - A couch and comfortable chairs
 - Increase in linear shelving space by 10%
 - Will still be dependent on 188 for storage

SETTING THE DECEMBER HOLIDAY SCHEDULE: K. Bourque

- Presentation of Request to modify operating hours for Christmas and New Year's Day Holiday Weekends
 - Week of December 20
 - Saturday, 12/26 Closed
 - Week of December 27
 - Thursday, 12/31: 10:00 -5:00 pm (close 1 hour early for New Year's Eve)
 - Saturday, 1/2: Closed
- This schedule makes sure all employees can work their regular work week hours without requiring staff to take any accrued time off to make their allotted hours. Also, this schedule does not give the Library Staff any additional paid time off above what is stipulated in their union contract.

MOTION: *R.J. Ryan made a motion, seconded by C. Davis to approve the modified operating schedule to close the library on Saturday, 12/26, Thursday 12/31 close 1 hour earlier, and Close Saturday 1/2.*

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

ADJOURNMENT:

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

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

The meeting adjourned at 8:14.

NEXT MEETING: November 16, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Minutes of the September 14, 2020, Boxford Town Library Trustees' Meeting

Update on Building Project and Transition to Temporary Service Location at 188 Washington Street

Request to modify operating hours for Christmas and New Year's Day Holiday Weekends

Accepted as amended on: November 16, 2020