BOXFORD TOWN LIBRARY TRUSTEES’ MEETING

NOVEMBER 16, 2020, 7 P.M.

VIRTUAL VIA ZOOM

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Glendon Ayer, Carole Davis, Amanda LaMantia, Denae Ramos-Pachucki, Antigoni Woodland

CALL TO ORDER: Chair J.P. Ryan called the meeting to order at 7:00 p.m.

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, Smallman yes, Ayer yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes.

SECRETARY’S MINUTES: Charlene Mead—Minutes of the October 19, 2020, Boxford Town Library Trustees’ Meeting

MOTION: *C. Davis made a motion, seconded by A. Woodland to accept the October 19, 2020, Boxford Town Library Trustees’ Meeting Minutes as amended.*

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

DIRECTOR’S REPORT: K. Bourque

STATISTICS:

* Circulation
  + Overdrive a good month with 901
  + Total 4077-- performance in comparison to other fiscal years is close to normal
  + Museum passes being used now as Museums open up
* Program Attendance (virtual)
  + Adult 73 (Ghost & Legends with storyteller, Jeff Boulanger was a smashing success)
  + Youth 12 (Preschool Storytime attendance is down)
* December 10 Pastel Paint the Miracle Flowers with artist Gregory John Maichack

FINANCES:

* Library Grant Balance at about half a year’s worth
  + Waiting to see if waiver is accepted
* Gift Fund—received letter from Perley Fund with check for Wish List

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

Nothing new to report.

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque/J.P. Ryan

PBC (Permanent Building Committee) UPDATE: J.P. Ryan, A. Woodland, K. Bourque

* Contractors anticipated start date is December 7

Where We Are Now:

* Lincoln Hall basement shelving has been assembled for collection from Town Hall
  + Tomorrow, November 17, movers will bring collection from Town Hall and load shelves
  + Staff will then verify books are in order.
* Monday, November 23rd or 30th, information will be sent out regarding curb side pick up
  + Communication will be by reverse 911, MVLC (Merrimack Valley Library Consortium) e-mail and social media.
* Parking will be alongside the building on Washington Street or the gravel lot at the rear of the building. The book drop will be located at the rear as well.
  + Patrons will proceed to the front of the building to enter the vestibule for pick up
  + If patrons are unable to climb the stairs, there will be a phone number for them to call and a staff member will bring out items.

DISCUSSION OF DECEMBER MEETING: J. P. Ryan

* The next Trustees’ meeting is scheduled for December 14
  + The library will have just settled into the new space at Lincoln Hall
  + Should we skip that meeting and meet on January 11?

*MOTION: J. Smallman made a motion seconded by D. Ramos-Pachucki to cancel the December meeting and resume meeting on January 11, 2021.*

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

J. Smallman on behalf of the trustees applauded Director, Kevin Bourque, for the multiple iterations for moving and reconfiguring of the library. K. Bourque commended the great staff for their support.

ADJOURNMENT:

MOTION: *A. Woodland made a motion, seconded by J. Smallman to adjourn the meeting.*

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

The meeting adjourned at 7:45 p.m.

NEXT MEETING: January 11, 2021

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director’s Report

Minutes of the October 19, 2020, Boxford Town Library Trustees’ Meeting

Accepted as presented on: January 11, 2021