

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

JANUARY 14, 2019, 7:00 P.M.

TOWN HALL

CONFERENCE ROOM TWO

PRESENT: Linda Shea, Chair, Jeanette Glesmann, Vice-Chair, Carole Davis, Stephen Harvey, Kevin Bourque, Director

ABSENT: Heidi Ellard, Elizabeth Mullard, Jayne Smallman

CALL TO ORDER: Chair, Shea, called the meeting to order at 7:00 p.m. noting that the meeting is being audio and video recorded.

SECRETARY'S MINUTES: Charlene Mead

Minutes of the December 10, 2018, Boxford Town Library Trustees' Meeting

J. Glesmann made a motion, seconded by C. Davis to accept the minutes of the Boxford Town Library Trustees' meeting of December 10, 2018, as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

Highlights of the Written Report:

- The past 3 ½ years that K. Bourque has been here has shown a steady increase of both circulation and attendance
- Received the first installment of the library incentive grant for being a certified library
- Upcoming Programs:
 - Saturday Family Storytimes with Liz Jones, January 5th and 26th 10:30 a.m.
 - Tide Pools presented by the New England Aquarium on Thursday, January 31st at 4:15 p.m.
 - CSI: FACT AND FICTION with Professor Mike Cross, Saturday, January 19th at 1 p.m.
 - The Boxford Knitting Crew (Who Do Crocheting Too!) Monday, January 7 at 6:30 p.m. and Friday, January 25 at 10:30 a.m.
 - Kilimanjaro--a Journey to the Roof of Africa presented by wildlife photographer, Peter Christoph on February 6 at 6:30 p.m.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- February 12 Cookie Swap during a children's presentation by Cheryl Mallory
- Fall fund-raiser—Mark Twain Feast

TOWN HALL/LIBRARY FACILITY SERVICE PRIORITIES: L. Shea

- L. Shea and J. Glesmann attended the January 7 Selectmen's meeting at which Selectmen each gave their priority for repairs to town owned buildings based on PBC (Permanent Building Committee) Report on 2019 Building Maintenance Projects:
 - Barbara Jessel expressed concern regarding fixing the envelope of Town Hall making it difficult for library addition.
- K. Bourque has contacted the Massachusetts Board of Library Commissioners Space Consultant and submitted a schematic of Town Hall. He will send the Trustees' list of priorities.
- The Trustees compiled the following list of priorities:
 - Open and inviting space
 - Utilize Meeting Room One more effectively for programming, etc.
 - Small meeting space—BCAT—which one?
 - Meeting Room Two
 - Community gathering space—12-15 people
 - Tutoring space
 - Place where people will want to be AND stay
 - More inviting computer area—less public
 - Staff workspace—best place? Alternatives
 - Walls removed to give openness

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann

- Trustees' Handbook—Policy on Volunteers
 - Policy reviewed and revised
 - Will be presented at next meeting for a vote
- Trustees' Handbook—Policy on Nepotism
 - Policy reviewed, voted and adopted on: January 14, 2019

L. Shea made a motion seconded by S. Harvey to accept the Policy on Nepotism as presented on January 14, 2019. The vote was unanimous.

ADJOURNMENT: S. Harvey made a motion, seconded by J. Glesmann to adjourn the meeting. The vote was unanimous. The meeting adjourned at 8:55 p.m.

NEXT MEETING: February 11, 2019

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Policy on Volunteers

Policy on Nepotism

Accepted as presented on: February 11, 2019