

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**FEBRUARY 11, 2019, 7:00 P.M.**

**TOWN HALL**

**CONFERENCE ROOM TWO**

**PRESENT:** Linda Shea, Chair, Jeanette Glesmann, Vice-Chair, Stephen Harvey, Elizabeth Mullard, Jayne Smallman, Kevin Bourque, Director

**ABSENT:** Carole Davis, Heidi Ellard

**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 January 14, 2019, Boxford Town Library Trustees' Meeting**

*J. Glesmann made a motion seconded by J. Smallman to accept the minutes of the January 14, 2019, Boxford Town Library Trustees' Meeting as presented. The vote was unanimous.*

**DIRECTORS' REPORT:** K. Bourque

**Highlights of the written report:**

- **Statistics:** January use/circulation is higher than in previous years—a significant jump
- **Finances:** Half of STEM Grant Project money spent
- **Upcoming Programs:**
  - Local author talk with Doug “VB” Goudie who will be discussing his latest book, “A Frost in Hell, The True Story of the Petersham Butcher of 1875,” on Wednesday, February 13 at 6:30 p.m.
  - Saturday, February 16, at 1:00 p.m. Korean Spirit & Culture: King Sejong the Great. Following the program, homemade traditional Korean meals, including dessert, will be served.
  - Horses Change Lives. A presentation by Windrush Farm, a therapeutic riding center founded in Boxford by pioneer Marj Kittredge in 1964 on Saturday, March 2, at 1:00 p.m.
  - Wednesday, February 20, at 2 p.m. Curious Creatures For Kids. Brought to you with Federal funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. Cultivating S.T.E.M. Knowledge in Boxford.

**FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE:** L. Shea

- February 12, 2019, Cookie Swap Fund Raiser coincides with an 11 a.m. Tiny Bookworms Story Time with Cheryl Mallory

**TOWN HALL/LIBRARY FACILITY: L. Shea**

- L. Shea and J. Glesmann attended the joint meeting of the P.B.C. (Permanent Building Committee) and the Selectmen regarding addressing current problems in existing buildings.
  - Plans for May Town Meeting
    - Town Hall – repair exterior—request Design Funds
    - C.O.A. (Council On Aging) – replace lift
- The Massachusetts Board of Library Commissioners Space Consultant will be here, Thursday, February 14, at 11 a.m.

**REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann**

- Policy on Social Media will be tabled until the March meeting.
- Policy on Library Hours & Emergency Closures

*E. Mullard made a motion, seconded by J. Smallman to accept the Policy on Library Hours & Emergency Closures as written on February 11, 2019. The vote was unanimous.*

**BOXFORD HISTORICAL DOCUMENT CENTER: L. Shea and K. Bourque**

- Preliminary discussion was held regarding the Boxford Historical Document Center
  - Possible opportunities for the library in the future

**OTHER BUSINESS: K. Bourque**

- Book Bags have been purchased and will be catalogued to be checked out and can be renewed or returned.
- Bridging technology—the library will be getting two Verizon Jet Packs

**ADJOURNMENT:** S. Harvey made a motion, seconded by J. Glesmann to adjourn. The vote was unanimous. The meeting adjourned at 8:15 p.m.

**NEXT MEETING:** March 11, 2019

Respectfully submitted,

*Charlene Mead*

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Policy on Social Media

**Policy on Library Hours & Emergency Closures**

**Accepted as presented on: March 11, 2019**