

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MARCH 11, 2019, 7:00 P.M.

TOWN HALL, CONFERENCE ROOM TWO

PRESENT: Jeanette Glesmann, Vice-Chair, Carole Davis, Stephen Harvey, Jayne Smallman, Kevin Bourque, Director

ABSENT: Linda Shea, Chair, Heidi Ellard, Elizabeth Mullard

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

CORRESPONDENCE: Received from E. Mullard regarding the Selectmen's meeting.

DISCUSSION: J. Glesmann

- Selectmen meeting with Permanent Building Committee (PBC) at 7:20
- Review of PBC recommendations to repair the Town Hall Envelope and replace the HVAC system
- S. Harvey suggested that the PBC include in the HVAC system design an allowance for possible expansion of the Town Hall.

J. Smallman made a motion, seconded by C. Davis to temporarily adjourn for the purpose of attending the Selectmen's meeting with the PBC to review the recommendation to repair the Town Hall Envelope and replace the HVAC system and return to open session.

Roll Call Vote: C. Davis Yes, J. Glesmann yes, S. Harvey yes, J. Smallman yes.

The meeting temporarily adjourned at 7:12 p.m. A notice was posted on the door to notify the public of the temporary adjournment to the Selectmen's meeting.

SELECTMEN'S MEETING:

J. Glesmann was called upon to comment on the PBC's recommendations in their presentation:

- Commented on Lauren Stara, MBLC Library Building Specialist's report
- Questioned PBC as to design of HVAC providing for future expansion—PBC confirmed that the design of the HVAC system will have a provision for future expansion

TRUSTEES RETURNED TO CONFERENCE ROOM TWO—SIGN REMOVED FROM DOOR:

J. Glesmann called the meeting to reconvene at 7:46 p.m. and informed all in attendance that this meeting was being video and audio recorded.

MINUTES of February 11, 2019: Charlene Mead

C. Davis made a motion, seconded by J. Smallman to accept the minutes of the February 11, 2019, Boxford Town Library Trustees' Meeting as presented.

Roll Call Vote: C. Davis yes, J. Glesmann yes, S. Harvey yes, J. Smallman yes.

DIRECTOR'S REPORT: K. Bourque

- **CIRCULATION TRENDS:**
 - Remarkable jump from 2015-2018 years—10.15% jump
 - Increase due to exposure:
 - Warrant articles
 - Adding hot titles
 - Enhanced programs
- **STAFF:**
 - Congratulations to Beth Safford who has been chosen to be a judge for the Massachusetts Non-fiction Book Award
 - Response to the information request about establishing a consistent Saturday morning story time
 - Need to enlarge Youth Services department
 - Two new 15 hour assistants would be needed
 - Not economically feasible at this time
- **PROGRAMS:**
 - March 2 and 16 at 10:30 a.m. Saturday Family Storytimes with Liz Jones
 - The Boxford Knitting Crew meets on Monday, 3/4/19 at 6:30 p.m. and Friday 3/29/19 at 10:30 a.m.
 - Yoga for Kids! Ages 5 & Under! Wednesdays 10 a.m. on March 6-April 10
 - Saturday, March 23 at 1 p.m. Author talk with Crystal King. Copies of her books Feast Sorrow and The Chef's Secret will be available for signing and purchase.
 - UKRAINIAN EGG WORKSHOP with Kati Bourque, Saturday, March 30th 10 a.m.-12 noon
 - Saturday, April 6, through Friday, April 12. Come see Children's Literature come alive through art! Books in Bloom. (K through 6th graders)

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- **Cookie Swap**
 - Less successful than usual
 - Snowy day
 - Small profit
- **Mark Twain Feast**

- Sunday, October 13, at iFarm

TOWN HALL/LIBRARY FACILITY: J. Glesmann

- Review of Lauren Stara, MBLC (Massachusetts Board of Library Commissioners) Library Building Specialist report of her visit to the Boxford Public Library for an assessment.
- After much discussion, the Board and Director felt that a more conceptual drawing was needed to plan utilization of the space.
- Discussion regarding the possibility of redesigning Library space will be an agenda item for April 8 meeting.

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann—Social Media Policy

J. Smallman made a motion, seconded by C. Davis to adopt the Trustees' Handbook Policy on Social Media as presented.

Roll Call Vote: C. Davis yes, J. Glesmann yes, S. Harvey yes, J. Smallman yes.

ADJOURNMENT: S. Harvey made a motion, seconded by J. Smallman to adjourn the meeting.

Roll Call Vote: C. Davis yes, J. Glesmann yes, S. Harvey yes, J. Smallman yes.

The meeting adjourned at 8:50 p.m.

NEXT MEETING: April 8, 2019

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Policy on Social Media

Report of Lauren Stara, MBLC Building Specialist

Accepted as presented on: April 8, 2019

