

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**APRIL 8, 2019, 7:00 P.M.**

**TOWN HALL, CONFERENCE ROOM TWO**

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

**ABSENT:** Heidi Ellard

**GUEST:** Christina Eckert

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

**MINUTES:** Charlene Mead –Minutes of the March 11, 2019, Meeting

*J. Glesmann made a motion, seconded by S. Harvey to accept the minutes of the Boxford Town Library Trustees' meeting on March 11, 2019. The vote was unanimous.*

**DISCUSSION OF COUNCIL ON AGING WARRANT ARTICLE:** S. Harvey & Christina Eckert

Chair Shea welcomed C. Eckert to the meeting.

- C. Eckert distributed a Boxford Council on Aging—Questions and Answers re: Building Project
- Draft articles for the Annual Town Meeting on May 14, 2019, were in the Trustees' Packet
- Article 11 requests funds to prepare design plans and specifications and requires a 2/3's vote at Town Meeting.
  - The article provides for using funds from the Historic Preservation Community Preservation Fund balance, the Senior Center Gift Fund, and authorizes the Council on Aging and others to seek private donations, grants, and contributions as well as approval of the Board of Selectmen to borrow funds.
- C. Eckert asked for Trustees support. The Trustees had no objections to the article.

**DIRECTOR'S REPORT:** K. Bourque

- Circulation
  - If it continues at the same rate, we will meet 60,000 in this Fiscal Year.
- Finances
  - Received the second half of the State Grant Fund
- Programs High-Lighted
  - Books in Bloom created by Cole and Spofford Pond Students are on display April 6 through April 12.

- Monday Drop-in Playgroup—Meeting Room One, on the first Monday of the month from 10:30 – 11:30 a.m. This Playgroup is a collaboration of the Boxford Town Library and Topsfield-Boxford Newcomers and Natives.

#### **FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis**

- Books in Bloom had fantastic projects.
- Working on the fall fund raiser.

#### **COA DISCUSSION:**

- The Trustees gave up care and custody of the 10 Elm Street property at the 2018 Town Meeting.
- The property is no longer under our purview.

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

- Two options:
  - Renovating/expanding within footprint
  - Bump out for addition
- Bump Out
  - Request conceptual design
  - Construction costs
  - Request before envelope repair
- Expand within the footprint
  - Reviewed Town Hall Floor 1 and 2 plans K. Bourque presented based on suggestions from Lauren Stara, MBLC Library Building Specialists report and Five Year Long Range Plan.
  - Gain access vs. square feet because of ADA requirements
  - Would limit meeting space for Town Committees
- K. Bourque will discuss with Friends funds for conceptual plans

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

- Revision of: Policy on Museum Passes
  - Reviewed M.G.L. c. 78, s.8 interpretation of Commonwealth card holders regarding Museum Passes and amended Policy on Museum Passes.

*E. Mullard made a motion seconded by J. Smallman to accept the Policy on Museum Passes as presented. The vote was unanimous.*

- Suspension of Policy on Bicycles and Strollers
  - According to the Town Administrator, Alan Benson, the current policy is not needed.
  - Any loss on Municipal property is covered under the Town's Liability

***E. Mullard made a motion, seconded by J. Glesmann to suspend the Policy on Bicycles and Strollers. The vote was unanimous.***

- **Policy on Public Records Requests for Board and Administrative Records**
  - **Tabled this policy for the next meeting**

**ADJOURNMENT:** S. Harvey made a motion, seconded by J. Glesmann to adjourn. The vote was unanimous. The meeting adjourned at 8:57 p.m.

**NEXT MEETING:** May 13, 2019

**Respectfully submitted,**

***Charlene Mead***

**Charlene Mead, Minutes Secretary**

**Documents/exhibits discussed at the meeting:**

**Boxford Council on Aging – Questions and Answers re: Building Project**

**Draft Articles 9, 10, 11, 12, for Annual Town Meeting, May 14, 2019**

**Director's Report**

**Town Hall Floor 1 and 2 plans**

**Town Administrator report of Policy on Bicycles and Strollers**

**M.G.L.c. 78,s.8**

**Policy on Public Records Requests**

**Policy on Museum Passes**

**Policy on Bicycles and Strollers**

**Accepted as presented/amended on:**