

MINUTES

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

September 11, 2017, 7:30 P.M.

TOWN HALL

PRESENT: Carole Davis, Heidi Ellard, Jeanette Glesmann, Jane Moody, Linda Shea, Chair, Kevin Bourque, Director

ABSENT: Stephen Harvey

GUESTS: Robyn Luna, Head of Circulation, Carol Fischer

CALL TO ORDER: Chair Shea called the meeting to order at 7:32 p.m. noting that the meeting was being audio and video recorded.

SECRETARY'S MINUTES: Charlene Mead

J. Moody made a motion, seconded by C. Davis to approve the minutes of the Boxford Town Library Trustees' meeting of August 14, 2017, as presented. The vote was unanimous.

INTRODUCTION TO ROBYN LUNA, HEAD OF CIRCULATION: Kevin Bourque

- Robyn Luna has been with us for three months. We are pleased to have her join our staff.
- Questions and answers followed

DIRECTOR'S REPORT: K. Bourque

- **Statistics:**
 - Increase in patron usage
 - Circulation is above previous average for 2016 and 2017
 - Attendance at both adult and youth programs is up
- **Finances:**
 - Library Grant Fund #2144 used for picnic tables and Adirondack chairs for the community space behind the Children's Garden.
 - Library Gift Fund #2580 used \$1,000 for museum passes which will be reimbursed by the Friends of the Boxford Town Library.
- **Upcoming Programs:**
 - Children's Programs
 - Children's Afterschool @ the Library started today
 - Tuesday & Wednesday Storytimes, Tiny Bookworms on Thursdays, and Lego Club For Kids all starting back up

- **Adult Programs**
 - “Wolves, Dogs, and Humans,” presented by Nick Shrewsbury from North by East Dog training, Wednesday, September 13, 6:30-8:00 p.m.
 - “Special Needs Planning Seminar,” presented by Caleb Harty, Principal of Harty Financial and David E. Peterson, of the Law Office of David E. Peterson, Thursday, September 14, 6:30-8:00 p.m.
 - Wednesday Morning Book Discussion will be discussing, “Clementine: The Life of Mrs. Winston Churchill,” by Sonia Purnell, Wednesday, September 27, 10:00-11:00a.m.
- **Multi-Age Program**
 - Backyard Astronomy: scanning September Skies Using the Library’s New Telescope, Saturday, September 16, 1:00 p.m.
- **Community Outreach**
 - Apple Festival, Saturday, September 16 from 10 a.m. to 3:30 p.m.—a booth with activities for children
- **Staff**
 - K. Bourque hosted a meeting with the Tri-Town Library Director’s at the Boxford Town Library on August 15.
 - K. Bourque hosted and facilitated MVLC Director’s Roundtable discussion on August 25
 - August 17 Boxford Town Library Department Head meeting.
- **Training:**
 - August 9 R. Luna attended MVLC cataloguing Training at MVLC Central Site, North Andover
- **Update on Louise Richardson**
 - Confirmed surgery on September 25 to remove hardware in leg, anticipated recovery eight weeks
 - Followed by total knee replacement

FRIENDS OF THE BOXFORD TOWN LIBRARY REPORT: Suzanne Malach

- S. Malach not in attendance but will meet with her tomorrow, September 12, at 9 a.m. in Town Hall to discuss the budget and the Friends moving forward.

GEORGE A. FISCHER MEMORIAL FUND: L. Shea

- **Proposal: Create the George A. Fischer Memorial Fund to memorialize George and his love of the Library and Library programming.**
 - Discussion
 - Carol Fischer, George’s wife supported the proposal
 - An account would be set up within the Friends 501C account for the George A. Fischer Memorial Fund

UPDATE ON MUNICIPAL FACILITIES FEASIBILITY PLANNING TASKFORCE: J. Glesmann

- The Taskforce will be meeting Wednesday, September 13, at 7:30 p.m.
- COA (Council on Aging) and DPW (Department of Public Works) will be on the agenda.

10 ELM STREET AND TOWN HALL PROPERTY MAINTENANCE AND USE: H. Ellard

- Asphalt pile has been leveled delineating a parking area behind the Children's Garden at the library.
- Picnic area with four Adirondack chairs and picnic tables to create a community space connecting the soccer field to the library giving greater access to the library.

POLICY REVIEW SUBCOMMITTEE REPORT: J. Glesmann

- Draft of the Boxford Town Library Policy on Accounts & Cards was discussed
- Trustees will go over the above policy and the Boxford Town Library Rules and Boxford Town Library Reference Services Policy and report back at the next meeting.
- A vote will be held at the next meeting.

FILLING THE VACANCY ON THE LIBRARY BOARD OF TRUSTEES: L. Shea

- An interested candidate has applied for the position
- The candidate will be invited to the next meeting on, October 16, to be interviewed by the Trustees.
- The appointment term will be until May 15, 2018

ADJOURNMENT: *H. Ellard made a motion, seconded by J. Glesmann to adjourn. The vote was unanimous. The meeting adjourned at 9:25 p.m.*

NEXT MEETING: October 16, 2017

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

George A. Fischer Memorial Fund Proposal

Boxford Town Library Policy on Library Accounts & Cards

Boxford Town Library Rules

Boxford Town Library Reference Services Policy

Accepted as presented on: October16, 2017