

DRAFT

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

MAY 13, 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

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 April 8, 2019, Meeting

J. Glesmann made a motion seconded by J. Smallman to approve the minutes of the Boxford Town Library Trustees' Meeting of April 8, 2019, as presented. The vote was unanimous.

DIRECTOR'S REPORT: K. Bourque

- **Earth Day—The Library is a Green Institution**
 - **Transformation of the Library Garden**
 - Perennial pollinator garden
 - Herb garden
 - Girl Scouts and Boxford Village Garden Club member planted the garden
- **Circulation**
 - Improving
 - Prediction—will reach 60,000
- **Three Upcoming Programs Highlighted**
 - Egg Drop for Kids with Dr. Joyce Rains (grades 3-6) on Thursday, May 30, at 4:15 p.m. Cultivating S.T.E.M. Knowledge in Boxford. Brought to you with Federal funds provided by the Institute of Museum and Library Services and Administered by the Massachusetts Board of Library Commissioners.
 - Walking The Way Today: An Historical, Cultural, and Musical Pilgrimage Along El Camino De Santiago. Wednesday, June 5 at 7 p.m. This program is supported in part by a grant from the Boxford Cultural Council, a local agency which is supported by the Mass Cultural Council, a state agency.
 - Hidden Gems of New England with Author Alison O'Leary on Thursday, June 13 at 6:30 p.m. sponsored by the Friends of the Boxford Library.

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- **Fall Fundraiser**
 - Meeting scheduled at iFarm for location of Fundraiser
 - Actor hired to do Mark Twain

DISCUSSION OF COUNCIL ON AGING WARRANT ARTICLE: S. Harvey

- Three articles
 - Article 6 to hire a part-time Social Worker
 - Article 11 for architectural, engineering and other consultant fees to conduct “historic rehabilitation” of Cummings House and for use as the Boxford Community and Senior Center
 - Article 12 to transfer the care, custody, management, and control of 10 Elm Street from the Selectmen for general municipal purposes to the Selectmen for Community Center purposes. This article to be considered if Article 11 fails.

TOWN HALL/LIBRARY FACILITY: L. Shea

- Proposal from Miika Ebbrell Design (MED) to create a new conceptual floor plan to optimize the Town Hall for library functions.
- Review of Town Hall/Library Floor Plan

L. Shea made a motion, seconded by E. Mullard to engage MED to develop a conceptual floor plan for review by the Library Trustees, Director, and Town Stake Holders for \$2,000. Funds to be expended from the State Grant.

REPORT OF THE POLICY REVIEW SUBCOMMITTEE: J. Glesmann

- Revision of: Policy on Public Records Requests

S. Harvey made a motion seconded by C. Davis to accept the Policy on Public Records Requests as written. The vote was 5 yes, 1 no.

OTHER BUSINESS: J. Glesmann, Vice-Chair

- On behalf of the Trustees, J. Glesmann, thanked Chair, L. Shea, for her calm leadership, humor, listening skills—among many more attributes and her continuing advocacy for the library.
- L. Shea was presented with a card of thanks and gift card to a garden center. Cicero said “If you have a garden and a library, you have everything you need.”

ADJOURNMENT: L. Shea made a motion seconded by J. Smallman to adjourn. The vote was unanimous. The meeting adjourned at 8:07 p.m.

NEXT MEETING: June 10, 2019

Respectfully submitted,

Charlene Mead

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Directors’ Report

Warrant Articles 6, 11, and 12

Proposal from Miika Ebbrell Design

Policy on Public Records Requests

Town Hall/Library Floor Plan

Accepted as presented/amended on: