

BOXFORD TOWN LIBRARY TRUSTEES' MEETING MINUTES

MARCH 11, 2024, 07:00 PM

TOWN HALL

Conference Room 2 & via Zoom

PRESENT: Jayne Smallman, Chair, Carolyn Anderson, Vice-Chair, Christina Eckert, Amanda LaMantia, Kathryn LeMaire, Denae Ramos-Pachucki, Angelina Miller, Director

GUESTS: Arthur Havey, Robin Siegel

CALL TO ORDER: J. Smallman, Chair, called the meeting to order at 07:02 PM and informed all that this meeting is being video, and audio recorded.

Pursuant to Chapter 2 of the acts of 2023, this meeting will be conducted via remote means, in accordance with applicable law. The means that the members of the public body as well as members of the public may access this meeting via virtual means through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar posting also lists the specific id number required for virtual attendance via Zoom along with phone numbers to dial into the meeting.

Additionally, the public is able to listen and/or view a recording of this meeting via the BCATv website OR participate in the meeting virtually.

Members please be aware that since we are meeting remotely, all votes must be roll call votes.

ROLL CALL: Smallman present, Anderson present, Eckert present, LaMantia present, LeMaire present, Ramos-Pachucki present.

SECRETARY'S MINUTES: Charlene Mead – February 12, 2024, Boxford Town Library Trustees' Meeting Minutes

MOTION: C. Anderson made a motion, seconded by D. Ramos-Pachucki to approve the February 12, 2024, Boxford Town Library Trustees' Meeting Minutes as amended.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMania yes, Ramos-Pachucki yes.

February 26, 2024, Joint Meeting Boxford Town Library Trustees with Select Board

MOTION: D. Ramos-Pachucki made a motion seconded by C. Anderson to approve the February 26, 2024, Joint Meeting Boxford Town Library Trustees with Select Board as amended.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, Ramos-Pachucki yes.

INTRODUCTION OF GUESTS: J. Smallman

- Both have taken out papers for May 10 Town Election for a position as Library Trustee

- Arthur Havey
- Robin Siegel

INTRODUCTION TO TWO NEWLY APPOINTED LIBRARY TRUSTEES: A. Miller

- Appointed at the Joint Meeting with the Select Board on February 26
 - Katie LeMaire
 - Krystal Parker (not in attendance)

DIRECTOR'S REPORT: A. Miller

- Facilities Updates:
 - On Thursday, February 22nd Verizon was in the library to fix the elevator emergency telephone.
 - On Monday, February 26th DPW was here to fix overflow from the drain in both restrooms located in the Children's room. A plumber came and issue was fixed the net day.
 - On Tuesday, February 27th DPW was in the library with a contractor to look at the window in the staff area that is unable to close all the way. The contractor took some pictures, and they are going to see if it is covered by the warranty.
 - On Thursday, March 7th DPW completed a work order to add access to an electrical outlet in the kitchen and to remove the desk behind circulation to make space for a holds shelf.
- Fund Balances: (As of February 29, 2024)
 - 2144 Library Grant \$7,728.19 –next payment will be received in April
 - 2580 Gift Fund Library 22,336.78 –includes Perley Scholarship
 - 2582 Sally Sprague Fund 2,701.56
 - 8214 Emma Cote Trust Fund 233.04
 - 2581 Library DEI Gift Fund 1,274.90—originally EDI
 - 8086 Library Stabilization Fund 20,910.28—Balance from 10 Elm Sale
- Director Miller made a request for \$480. from the LIGMEG account #2144 (Library Grant) to go toward professional development for staff to have a joint annual membership to the Massachusetts Library Association and the New England Library Association.

MOTION: C. Eckert made a motion seconded by J. Smallman to approve the Director's request for \$480 from the LIGMEG account #2144 for staff professional development.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, LeMaire yes, Ramos-Pachucki

- Donations:
 - We have received a \$100 Donation from Kathleen Keenan & Family. This is an annual donation and is in memory of the parents Robert and Shirley Hebb and is requested to be put towards buying children's books with book plates added.
- February Programming and Attendance Review
 - Multiple Youth and Adult programs well attended
- March Programming Highlight

- March 16 at 1 pm in-person Backyard Bird scaping
- **February Usage Statistics:**
 - Patron Count—2717
 - Circulation - 5676
 - Network Transfers out to MVLC –1567
- **Storage:** Director Miller, met with Brendan Sweeney regarding planning for the collection in storage at 188 Washington Street to be moved into a modular unit in back of the library next year to provide staff access only.
- **Staff**
 - **Meetings:**
 - Josh attended the Under 10's meeting in Georgetown on February 5th
 - Robyn attended the February 12th Trustees meeting
 - Angelina attended the following:
 - Select Board meeting on February 27th.
 - Town Department Head Meeting on February 27th included a training session.
 - MVLC membership meeting on February 27th
 - Went to visit and met Robin Siegel, Archivist, at the Boxford Historic Document Center on February 28th. Took some flyers to promote their upcoming events. On March 20th at 10:30 AM 10 Elm there will be a lecture on Boxford History
 - Went to visit Pam Blaquiere, COA Director, and tour the COA building. Set-up a meet and greet over at COA on April 10th at 11 AM
 - Meeting for the new town/library website platform on February 29th
 - **Trainings:**
 - Angelina
 - ALA Public Directors Crash Course – 3 part series
 - Civic Plus Training session on February 27th
- With no further questions, the report is submitted as transmitted.

IN-PERSON OR REMOTE MEETINGS MOVING FORWARD: J. Smallman

- Discussion was held regarding preferences and a mix of the two seemed to be the consensus. After the election in May, June seemed like a good meeting to be in person to reorganize our subcommittee and liaison assignments.

OTHER BUSINESS: J. Smallman

- Requested Trustees meet on Monday, March 25th at 9:00 AM for a picture by the new Library Sign.
- Upcoming events for the Trustees to have a presence to promote the library.
 - April 27th Earth Day 9-3 in front of the library.
 - September 21st Apple Festival 9-3, Elm St.

- Discussion was held regarding the theme and activities for children and information for adults at these events.

ADJOURNMENT: The meeting adjourned at 8:00 PM

MOTION: D. Ramos-Pachucki made a motion, seconded by C. Eckert to adjourn the meeting.

ROLL CALL: Smallman yes, Anderson yes, Eckert yes, LaMantia yes, LeMaire yes, Ramos-Pachucki yes

NEXT MEETING: April 8, at 7:00 PM

Respectfully submitted

Charlene Mead, Minutes Secretary

Documents/Exhibits discussed at the meeting:

February 12, 2024, Boxford Town Library Trustees' Meeting Minutes

February 26, 2024, Joint Meeting Boxford Town Library Trustees' with Select Board

Directors' Report

Approved as presented on: April 8, 2024