



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

Approved: February 16, 2022

January 19, 2022

7:00 PM

Location: Zoom Meeting with remote participation due to COVID 19 gathering restrictions.

Members Present: Nancy Settle-Murphy, Rob McNeece, Mary Brolin, Molly Wong and Sunitha Paravasthu (7:05)

Members Absent: Janet Glidden

Others Present: Peishan Bartley (Library Director)

1. Acknowledging the presence of a quorum, Mary called the meeting to order at 7 pm.
2. General Business
 - a. Approve Prior Minutes (Exhibits: *Minutes December 15, 2021 - Draft*)
 - i. A motion to approve the minutes for the meeting dated December 15, 2021 was moved (Settle-Murphy), seconded (McNeece) and unanimously approved. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Wong (Yes) and Brolin (Yes).**
3. Director's Report - (Exhibit: *Director Report 2022-1-19.docx*)
 - a. Accounting & Budget - (Exhibit: *FY23 610 v4.xlsx & FY23 610 salary worksheet.xlsx*)
 - i. Peishan discussed two small changes to the budget that was presented and approved at our last meeting. Both changes have been made to the budget worksheet. In discussing salaries for the budget, Ms. Brolin set February as the date during which we would discuss the raise for Ms. Bartley.
 - ii. The payables are handled every two weeks. Ms. Brolin and Mr. McNeece both spoke positively about the current system for signing bills.
 - b. Library Policies

Ms. Bartley discussed some options for handling some holidays in 2022. The Trustees had a discussion about Veteran's Day. For Veteran's day it was suggested by the

Trustees that staff be allowed to take flexible time without requiring the closing of the library.

c. Buildings & Grounds

- i. Storage shed arrived. It seems smaller in person, but should still be able to store enough. More chairs and umbrellas are being ordered.
- ii. The HVAC warrant article was approved for the special town meeting.

VOTE: Ms. Settle-Murphy moved and Ms. Paravasthu seconded a motion that the Trustees recommend the town approve the warrant article to update the library HVAC software. The Board passed the vote unanimously by roll call (Settle-Murphy (yes), McNeece (yes), Paravasthu (yes), Wong (yes), and Brolin (yes).

d. Collection Development

- i. Ms. Bartley presented circulation data (from Director's Report) showing many trends in circulation. The library trends mirror those of many other libraries. This is one reason the Strategic Planning process will be helpful in determining library response to these trends.

e. Strategic Planning -

- i. The Advisory Board members (so far) were presented. It was noted that it would be nice to add more members representing additional demographic groups.
- ii. The community survey is being launched. It will be publicized through the Library social media channels, the website, the Council on Aging and any other ways to get the word out.
- iii. The library SOAR exercise is scheduled for Wednesday, January 27th. All members should receive an email from Barbara with the link to login.

f. New/Continuing Business

- i. It is time to conduct Peishan's review and also renegotiate her contract. Mary will send out a form for feedback after this meeting so the board can discuss at our next meeting.

4. Confirm date of next few meetings

- a. Wednesday, February 16, 7pm.

5. Meeting was adjourned at 8:12. Motion to adjourn was moved (Settle-Murphy), seconded (McNeece), and unanimously approved in a roll call vote: Settle-Murphy (Yes), McNeece (Yes), Wong(Yes), Paravasthu (Yes), and Brolin (Yes).

List of Exhibits used:

1. Exhibits: *Minutes December 15, 2021 - Draft*
2. *Directors Report 2022-1-19.docx*
3. Exhibit: *FY23 610 v4.xlsx & FY23 610 salary worksheet.xlsx*
4. *SML Reconsider of Material Policy and Form.docx*
5. *FY23 610 v4.xlsx*

Respectfully submitted,
Molly Wong