



**TOWN OF BOXBOROUGH**  
**Meeting Minutes**  
**Library Trustees**  
**DRAFT**

**February 17, 2021**

**7:00 PM**

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

**Members Present:** Jennifer Campbell, Janet Glidden, Rob McNeece, Molly Wong, Nancy Settle-Murphy, Mary

**Members Absent:** None

**Others Present:** Peishan Bartley (Library Director)

1. General Business
  - a. Call to order 7:04 Jennifer called the meeting to order.
  - b. VOTE: Approve the minutes of January 17, 2021. (Mary moved, Nancy seconded) Janet (yes), Nancy (yes), Rob (yes), Molly (yes), Mary (yes), Jennifer (yes)
  - c. VOTE: Approve the minutes of the Executive Committee session of January 21, 2021. (Mary moved, Janet seconded) Janet (yes), Nancy (yes), Mary (yes), Rob (yes), Molly (yes), Jennifer (yes)
  - d. Signing of Bills - The bills included electricity and HVAC service.
2. Director's Report
  - a. Accounting & Budget
    - i. We have received our first state aid payment bringing the Library Technology Capital Fund to \$26,960.60.
    - ii. An upcoming, unexpected cost is the replacement of the water heater. Our 17-year-old water heater has stopped working and needs to be replaced. Flannery will be providing a price.
  - b. Library policies
    - i. The library has received inquiries about volunteering from families with much younger students (5th & 7th grade). There was a discussion about the balance of work provided with the supervision required for volunteers that young. Peishan will bring a new amended policy to the board to include a minimum age of 14, aligning with the child labor standards.
  - c. Building issues and updates

- i. Front door is fixed, but likely to continue to cause problems. There was a discussion about the past history of problems with the doors and a question was raised about exploring the costs of replacing the door and comparing it to the cost of continued repairs.
    - ii. Back Patio project update: Peishan drafted a scope of work using advice from Jennifer Barrett and forwarded it to the designer Kim for review.
  - d. Current Status of ALA: Libraries Transforming Communities - Peishan is exploring the ALA grant process. In talking to the ALA staff, they recommended that given the nature of discussions about race, that the library plan to do additional training than just the staff training that is a part of the grant. Their recommendation was for two trainings on navigating conversations about race (library staff & teachers) and understanding systemic and personal racism (community members). Peishan is reaching out to other community groups to find partners for the program and for letters of support. Jennifer will draft a letter of support from the library board.
3. Goal setting for Library Director, Peishan Bartley - Peishan will share her goals with the board prior to the next meeting. The board members will review them and come to the meeting prepared with suggestions.
4. Updates on Library response to Coronavirus/COVID-19 - The trustees discussed negative feedback received by one member about the library being closed. Case rates in the town have been volatile recently, supporting the decision to remain open to curbside service only. However, looking ahead, Peishan will look into creating browsing times on specific days for those patrons who want to come into the library.
5. Next Meetings: Wednesday, March 17th at 7:00 p.m. and Thursday, April 15th at 7:30 p.m.
6. VOTE: Meeting Adjourned at 8:04 p.m. (Mary moved, Nancy seconded) Janet (yes), Nancy (yes), Rob (yes), Molly (yes), Mary (yes), Jennifer (yes)

List of Exhibits used:

1. *Director's Report 2021-02-17.docx*
2. *610 SML 20210217 Invoice and Expense Report.pdf*
3. *LTC Small and Rural Libs Application draft.docx*
4. *January 21st Minutes - Draft.pdf*

Respectfully submitted,  
Molly Wong