



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

Approved May 18, 2022

March 16, 2022

7:00 PM

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

Members Present: Nancy Settle-Murphy, Mary Brolin, Molly Wong, Sunitha Paravasthu, and Rob McNeece.

Members Absent: None

Others Present: Ms. Peishan Bartley (Library Director)

- I. Acknowledging the presence of a quorum, Mary called the meeting to order at 7:04 pm.
- II. General Business
 - A. Approve Prior Minutes (Exhibits: *Minutes February 16, 2022 - Draft*)
 1. A motion to approve the minutes for the meeting dated February 16, 2022 was moved (McNeece), seconded (Settle-Murphy) and unanimously approved. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Wong (Yes), Glidden (Yes) and Brolin (Yes).**
- III. Director's Report - (Exhibit: *2022-03-16.docx*)
 - A. HVAC Software update funds were approved at Special Town Meeting.
 - B. A reserve fund transfer of \$6,000 for the unanticipated well pump rebuild was approved and made.
 - C. Policy - Changes to the user behavior policy related to cellphone and teleconferencing use were discussed. Discussion centered around the anticipated increase of patrons using the library and the wifi for virtual meetings (both personal and professional) and the need to balance access with consideration for all patrons. Suggested changes will be revisited and voted upon at the next meeting.
 - D. Buildings & Grounds

1. Mice are back in the library. The library has started a monthly monitoring contract to address this ongoing issue.
2. HVAC software update has begun.
3. Repairs to the boiler and HVAC system are underway.
4. Ms. Bartley will follow-up on some of the carpet tiles that are popping up.

E. Library Staff

1. Yoshio left and Shijesta began work.
2. Ms. Bartley will be taking some time off between April 13-April 19th.

F. Library Events

1. A number of events are planned for the spring and Heather has begun to plan the kick-off to summer reading. She plans to collaborate with Boy/Girl scouts, use a token system for summer reading, and incorporate nature journaling and other activities that match the theme.
2. Ms. Bartley is looking into a collaboration with the Acton Memorial Library to do an art education series with Jane Oneail.
3. Ms. Bartley is exploring the purchase of an OWL camera to provide more participation options for patrons and for any hybrid Zoom meetings. Trustees discussed the option of looking at alternative technologies, testing out the technology in an event as well. Ms. Brolin is also going to explore what policies we need to enact for remote/hybrid meetings to be used in the future.

G. Collection Development

1. Ms. Bartley informed the board about collection curation issues at two of our streaming services - Hoopla and Kanopy. Antisemitic, homophobic, items promoting conspiracy theories were found in both Hoopla and Kanopy. Librarians across the country are working with both companies to address their collection development policies. These services are an extension of our library collections, and Ms. Bartley will continue to monitor the changes and conversations to ensure they follow the collection development guidelines of the Sargent Memorial Library.
2. Overdrive has made some changes to pricing format. The change has both positive and potentially negative impacts on us. The cost of titles might go down with the new cost-per-circulation model, but it also means that fewer titles can be shared between libraries.

H. BLF

1. Ms. Bartley asked if it is possible for her to stop attending BLF meetings. The interim town administrator is hosting meetings following each Select Board meeting that Ms. Bartley already attends. After discussion, it was decided that as Ms. Brolin is currently the Chair of the BLF, she will attend and provide updates as necessary.

IV. New and Continuing Business

A. Application to Serve Alcohol in Meeting Room (Exhibit: *Sargent Library.pdf*)

1. An application from Devin Golden to serve alcohol at the Celebration of Life for Charlene Golden was discussed. The section of the application to indicate what type of food would be served was not completed. Given the timeliness of the application and the date of our next meeting it was decided to approve the application with the stipulation that food must be served.
2. A motion to approve the modified application to serve alcohol was made by Ms. Settle-Murphy, seconded by Mr. McNeece. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Wong (Yes), Glidden (Yes) and Brolin (Yes).**

B. Strategic Planning

1. Three adult groups focus groups were held and some of the topics that came up included having a pavilion on the site, extending summer hours, and removal of the DVD collection.
2. The Teen focus group mentioned wanting a place for them to hang out and read and the adult use of the YA space. Heather has already started to use the feedback by changing the craft room into more of a tween area to read and do homework.

V. Confirm date of next few meetings

A. Wednesday, April 20th @ 7:30pm

- VI. Meeting was adjourned at 8:29. Motion to adjourn was moved (Glidden), seconded (Settle-Murphy), and unanimously approved in a roll call vote: Settle-Murphy (Yes), McNeece (Yes), Wong (Yes), Paravasthu (Yes), Glidden (Yes) and Brolin (Yes).

List of Exhibits used:

1. Exhibits: *Minutes February 16, 2022 - Draft*
2. *Sargent Library.pdf - Application for Serving Alcohol*

3. *Directors Report 2022-3-16.docx*
4. *SargML Community Survey 2022 Results-MASTER-220215*

Respectfully submitted,
Molly Wong