



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. Acknowledging the presence of a quorum, Jennifer called the meeting to order at 7:02 pm.
- b. Approve Prior Minutes
 - i. The minutes for February 17, 2021 were presented and reviewed and approved. (Mary moved, Nancy seconded), Molly (Yes), Nancy (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Jennifer (Yes)
 - ii. The minutes for March 11, 2021 were presented and reviewed and approved. (Nancy moved, Rob seconded), Molly (Yes), Nancy (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Jennifer (Yes)

2. Director's Report

- a. 2021 FY Budget spending update
 - i. Bill packet from today included some database charges and playaways for the youth department.
- b. Building issues and updates
 - i. Beginning in April the LELD will begin the installation of the electric car charging stations.
 - ii. The painting project is scheduled to being on 4/5/2021, weather permitting.
 - iii. Door lock is fixed.
 - iv. CAM has replaced the air filters.
- c. On April 5th, the library will begin operating in pre-COVID hours. The meeting rooms are not yet open for public use. In person browsing has been busier than the fall, including more out-of-town patrons. More libraries are making plans to open and Peishan anticipates that volume to go

down. There is a downward trend in curbside pick-up.

- d. Peishan worked with our historical society to research and add a Land Acknowledgement statement to the website.
- e. Staff updates
 - i. All staff are working their allotted hours. To distribute staff safely in the building, some people are working some hours at home on Fridays.
 - ii. Peishan has asked all benefitted employees to review vacation and personal time at the end of the fiscal year.
- f. Library Events
 - i. Armchair Travelers series is going really well with great participation across the seven libraries.
 - ii. Annual Town Meeting 102 will be presented on 4/28/2021 at 7 pm. John Fallon will be the leader.
 - iii. Navigating Conversations about Race is tentatively scheduled for Thursday 5/6/2021 at 7pm and the week of 6/21/2021 for the community conversation.
- g. Collection Development
 - i. Adult playaways are not moving. Peishan is not able to get some popular audiobooks and video series because certain streamers/vendors are not making items available off of their platforms. (Amazon Audible and Apple TV)
 - ii. Peishan discussed the Dr. Seuss titles that were recently in the news and the library's policy on weeding.
- h. Kim Ahren and Ed Kukula are reviewing the draft of the Scope of Work for the Back Patio Project. The next step is to put together the RFQ packet.
- i. 2022 FY Budget planning update
 - i. Jennifer mentioned changes that were raised at the 3/15 Select Board meeting regarding changes to salary recommendations. Peishan hadn't heard about it and will reach out to Town Hall for more details. We might have to re-vote the budget.
 - ii. The cleaning costs will need to be raised as an amendment to the town budget on town meeting floor. The information about our proposed amendment will be sent ahead of time to be footnoted in the warrant.
 - 1. **VOTE:** The Trustees submit an amendment to the town budget in the amount of \$4,800 for the purpose of adding an extra day of cleaning for the library from September to June. (Mary moved and Rob seconded). Nancy (yes), Rob (yes), Janet (yes), Mary (yes), Molly (yes) and Jennifer (yes).

3. New/Continuing Business
 - a. Water Quality - the UCC well tested positive for PFA's. The library water should be tested and we should determine if the water bubbler needs to be blocked.
4. Goal setting for Library Director, Peishan Bartley
 - a. Some of the items Peishan mentioned included finishing the back patio, completing the planning for a strategic planning process, and continuing to build partnerships.
 - b. Jennifer will write up the goals for the Trustees to vote on at the April meeting. At that meeting Trustees can make plans to partner with Peishan on achieving her goals.
5. Confirm date of next few meetings
 - a. April 15, 2021 at 7:30 pm
6. Meeting was adjourned at 8:12. (Mary moved, Janet seconded) Molly (yes), Nancy (yes), Rob (yes), Mary (yes), Janet (yes) and Jennifer (yes).

List of Exhibits used:

1. *Director's Report 2021_03_17.docx*
2. *610 Library FY22 Worksheet 20210316.xlsx*
3. *610 Library FY22 Worksheet.xlsx*
4. *February 17th Minutes - Draft.pdf*
5. *March 11th Minutes - Draft.pdf*

Respectfully submitted,
Molly Wong