



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

Draft

April 12, 2023

7:00 PM

Location: Zoom Meeting with remote participation.

Members Present: Molly Wong, Rob McNeece, Nancy Settle-Murphy, Reeves Briggs, Paravasthu (7:06)

Members Absent: Mary Brolin

Others Present: Ms. Peishan Bartley (Library Director)

I. General Business

A. Acknowledging the presence of a quorum, Nancy called the meeting to order at 7:02pm.

II. Approve Prior Minutes

A. A motion to approve the minutes for the meeting dated March 21, 2022 was moved (Briggs), seconded (Wong) and unanimously approved. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Wong (Yes), & Briggs(Yes), .**

III. Director's Report

A. Budget Update

1. We are tracking well for the end of the fiscal year. The only item in question is the gas line item.
2. Payroll is currently being processed by the interim accountant and the accounting assistant.
3. There is a small change to the processing of some utility bills through the end of the year. Library utility bills have always been paid for by the town. The invoices are sent to the library, Ms. Bartley records it, and then delivers it to the town. That process had resulted in delays. The bills are now going to be processed with the other library invoices.
4. We exhausted our budget for the gas bill in January and Ms. Bartley is making a reserve fund transfer each month to cover the invoice. Starting in July, DPW will be covering the utility bills and building and ground maintenance fees.

B. Building Issues and Updates

1. Water pump #1 for the boiler is not functional. Water pump #2 was rebuilt last April. There is a concern that the settings on the boiler are contributing to the problems and some suggestions were made to hopefully make the system run more efficiently.

C. Town Meeting - All of the warrant articles for the library are in the town's consent agenda.

D. Library Staff

1. Three local residents have reached out to sign-up as substitute librarians. Once all residents are screened and cleared for employment, they will be brought in to be trained. The plan is to offer them one shift per month so they can stay engaged and have one foot in the library.
2. Staff performance evaluations are underway. An important part of the process is planning for the year ahead.
3. Tomorrow is the staff/volunteer appreciation luncheon hosted by the town. Ms. Bartley will attend.

E. Library Events

1. The coding club Shijesta ran finished and it went well. The kids who attended were engaged and inspired.
2. Summer reading events are planned out and Heather is in the process of confirming with performers. There are a number of events planned for April break as well.

F. The library will be getting an OWL camera set to enable remote meetings. The funding is coming from the town ARPA funds.

G. The interim police chief, John Szewczyk has been confirmed as the permanent replacement.

H. Town Master Plan - the current town planner has solicited updates from all of the town departments and organizations on progress with the goals from the 2030 plan. Ms. Bartley responded with information about how the library contributes to creating a welcoming space for residents.

IV. New/Ongoing Business

A. Trustees discussed warrant article that proposes to allow part-time employees to accrue vacation time and be eligible to receive sick days from a bank of sick days donated by benefited employees. The trustees discussed the potential financial impact if this passes and

1. A motion was made by (Briggs) and seconded by (McNeece) that the library board of trustees supports warrant article 4, part one. **Roll Call Vote:Mcneece**

(Yes), Briggs (Yes), Wong (Yes), Settle-Murphy (Yes).

V. Confirm date and location of next few meetings (remote meetings on Zoom):

A. 5/17

B. 6/21

C. 7/19

VI. Adjourn Public Meeting

A. Meeting was adjourned at 8:15pm Motion to adjourn was moved (Paravasthu), seconded (Wong), unanimously approved in a **Roll Call Vote: McNeece (Yes), Paravasthu (Yes), Wong (Yes), Briggs (Yes).**

List of Exhibits used:

1. All files located on public Drive folder: [2023_04_22](#)

Respectfully submitted,
Molly Wong