



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

April 15, 2021

7:30 PM

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

Members Present: Jennifer Campbell, Janet Glidden, Rob McNeece, Molly Wong, Mary Brolin

Members Absent: Nancy Settle-Murphy

Others Present: Peishan Bartley (Library Director), Sunitha Paravasthu

1. General Business
 - a. Acknowledging the presence of a quorum, Jennifer called the meeting to order at 7:34 pm.
 - b. Approve Prior Minutes
 - i. The minutes for March 17, 2021 were presented and reviewed and approved as amended. (Mary moved, Janet seconded), Molly (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Jennifer (Yes)
2. Director's Report
 - a. Bill Packet - there are some large bills this month that cover the cost of the new water heater and the planned expense of the painting. The painting project came in at ~\$17,500, considerably less than the \$25,000 allocated at town meeting. A discussion was had regarding the procedure for returning the remaining amount to the town; would we need a warrant article to close the article and return the \$7,500. Since It is too late to submit a warrant for this town meeting, we have time to figure this out. Since this painting project did not include the windows or doors, the question was raised whether or not the remainder should be used to add the windows and doors to the project. Two trustees and Peishan had toured the finished job and did not feel the windows and doors needed to be painted.
 - b. State Aid - We have received the first of the State Aid payments (\$5,831.39) and expect the second payment soon. The second payment will bring the total for the year to \$11,669.29. This covers the monthly charges for the library HotSpots and our website hosting fee.
 - c. ALA Grant - The library has received the American Library Association's Libraries Transforming Communities: Focus on Small & Rural Libraries grant. This grant will go towards the Fostering Conversations program. Peishan and Heather will attend the initial training and begin the process of scheduling the sessions for community leaders and the general public.
 - d. Town Budget - Two articles in the Town Budget discussion directly impact the library budget. Article 4 changes the proposed budget to reduce salary increases to 1.4% with no step increases.

This was changed at FinCom and approved by 4 members of FinCom. The selectboard and the personnel board will be making a motion to adopt a planned 2.6 % increase with no step increases and one member of FinCom will be making a motion to increase salaries by 2.5% with the scheduled step increases. Article five, the facilities line, does not include the requested extra day of cleaning. Jen sent an email to Ryan that we will have an amendment requesting the additional \$480 for 10 months to cover the extra day.

- e. Library Policy - Libraries are being encouraged to promote vaccination and notify the public of available vaccination locations. Staff members are mostly vaccinated and all will be vaccinated in early May. As things start to open more, the library hopes to still require patrons to wear masks for the safety of all.
 - f. Exhibit - Planning a possible August exhibit of resident Bucky Weaver's artwork curated by his sister Sarah. She would like to auction off the artwork to benefit the Boxborough Conservation Trust.
 - g. Building & Ground
 - i. LEWLD has finished installing the electric vehicle charging station. It did require an unplanned cut to the electricity necessitating a delayed opening of the library one day.
 - ii. The invitation for proposal for the back patio project has been sent to Ryan for the next steps of posting. Given his short remaining tenure, it was asked that this be monitored closely so that it can be posted and bids can be received in time to start work this summer.
 - h. Staff have been reminded of their vacation/sick accruals and encouraged to use time that exceeds the roll-over amounts.
 - i. Collection Development - Nonfiction weeding continues, especially of technology books. Heather and Meghan are producing book talk promotional videos. The library is adding items to the collection and there was a discussion about liability releases and policies for damage of items.
3. Peishan's Goals and Trustee Goals
- a. Peishan discussed her goals (Exhibit: *Library Director Goals for FY 2022.doc*). It was recommended that determining a launch date for the strategic planning process be added to the goals.
 - b. The trustees will draft and share their goals for Peishan at the May meeting.
4. Town Meeting Amendment Update - Jennifer has drafted and shared with Ryan an amendment to Article 5 about the cleaning budget (Exhibit: *Amendment_Wording_Preamble_jtc.doc*). The board will need to choose someone to stand up and propose the amendment on town meeting floor.
5. Confirm date of next few meetings
- a. Tuesday, May 25, 2021 at 7:00 pm

6. Meeting was adjourned at 8:46. (Janet moved, Mary seconded) Molly (yes), Rob (yes), Mary (yes), Janet (yes) and Jennifer (yes).

List of Exhibits used:

1. *Director's Report 2021_04_15.docx*
2. *FY21 SML Monthly Expense.xlsx*
3. *Library of Things Policy - New Bedford.pdf*
4. *Library of Things Waiver - Shrewsbury.pdf*
5. *Email from Ryan Ferrara 3-3-2021.docx*
6. *Library Director Goals for FY 2022.docx*
7. *March 17th Minutes - Draft.pdf*
8. *Amendment_Wording_Preamble_jtc.doc*

Respectfully submitted,

Molly Wong