



**TOWN OF BOXBOROUGH**

**Meeting Minutes**

**Library Trustees**

**DRAFT**

**May 25, 2021**

**7:00 PM**

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

**Members Present:** Sunitha Paravasthu, Janet Glidden, Rob McNeece, Molly Wong, Mary Brolin

**Members Absent:** Nancy Settle-Murphy

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

1) General Business

a) Acknowledging the presence of a quorum, Mary called the meeting to order at 7:12 pm.

b) Officer Votes.

i) Mary Brolin was elected President. (Janet moved, Rob seconded), Molly (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Sunitha (Yes)

ii) Rob McNeece was elected Treasurer. (Janet moved, Molly seconded), Janet (Yes), Molly (Yes), Rob (Yes), Mary (Yes) & Sunitha (Yes)

iii) Molly Wong was elected Secretary. (Rob moved, Sunitha seconded), Rob (Yes), Sunitha (Yes), Mary (Yes), Janet (Yes), Molly (Yes).

c) Approve Prior Minutes

i) The minutes for April 15, 2021 were presented and reviewed and approved. (Janet moved, Rob seconded), Molly (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Sunitha (Yes)

*Exhibit: April 15th 2021 Minutes - Draft*

ii) The minutes for May 20, 2021 were presented and reviewed and approved. (Rob moved, Mary seconded), Molly (Yes), Janet (Yes), Rob (Yes), Mary (Yes) & Sunitha (Yes)

2) Director's Report - *Exhibit: Director's Report 2021-05-25.docx*

3) Budget and Bills

a) Peishan met and compared records with the Interim town accountant (Andrea) and everything was in agreement.

b) The Buildings & Grounds line item will go over because of cleaning. The extra cleaning costs will not qualify for CARES Act reimbursement.

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- c) There is a packet of bills for Mary & Rob to sign on May 26th that includes materials and the New York Times subscription.

Exhibit: FY21 SML Monthly Expense.xlsx

4) COVID update

- a) The board of Health does not support making masks mandatory. A sign requesting people to wear masks will be posted.
- b) Some staff are taking the first week of opening off. There is enough staffing to handle the open hours.

5) Holiday recognition

- a) Juneteenth, Christmas and New Years are all on Saturdays. We discussed and will close the library the Monday following the holiday in recognition of the holiday.

6) Library Things Waiver

- a) Peishan presented a Library Things Waiver form that was modeled after one from New Bedford. These would be lending guidelines and include waiver of responsibility and liability for items when used by the patron. The idea was to have the patron fill out the waiver the first time and store the card for future use. One trustee recommended we add a sticker to their library card to show they had filled it out. Discussion was had about the wording and whether it was flexible enough to cover different types of items as they are added to the library of things. Peishan was going to look it over and see about having it reviewed by counsel and bring it back for a vote at our next meeting.

7) Building & Grounds

- a) Car charger work continues.
- b) Ron Vogel put in flagpole light and believes it is bright enough to replace the original light on the driveway. Trustees had questions about planning board approval, if the light had been inspected & approved, will it be on the same timer as the library exterior lights and are we the correct group to approve an outdoor light. Peishan will look into these questions and share back with the board.

8) Staff

- a) Vacation time is still not taken for some people. They have been encouraged to take time off before the end of the fiscal year.
- b) Peishan will be off for a week in the summer and in September.

9) Summer Reading

- a) The start date was pushed a little later and will run through August. There will be a raffle this

year where readers earn tickets and can be entered to win small prizes.

- 10) Peishan was invited to join the CHNA-15 steering committee. As a participant, the library becomes qualified to partner with another collaborating agency for grant funding for community projects.
- 11) Library Events include ATM 102 scheduled for 5/26 and the Community Conversation about Race on 6/24.
- 12) The patio project RFP will be posted next week to begin getting bids.
- 13) The trustees discussed their goals for the upcoming year. In addition to supporting Peishan and the library in their endeavors, we would also like to work on building a closer relationship with the Finance Committee. Reflecting on the budget process this year, it felt like the process could be improved with greater communication. One concrete goal is to invite the Finance Committee representative to our board meetings.
- 14) Town Meeting Amendment Update - Molly and Rob will present the amendment and have the exact wording available. They will meet with Peishan to discuss the information to add to the discussion.
- 15) Confirm date of next few meetings
  - a) The executive order approving online meetings in Massachusetts expires on June 15th, so the next meeting will be scheduled for in person unless that changes.
  - b) Tuesday, June 22 at 7:00 pm
- 16) Meeting was adjourned at 8:35. (Molly moved, Janet seconded) Molly (yes), Rob (yes), Mary (yes), Janet (yes) and Sunitha (yes).

**List of Exhibits used:**

1. *April 15th 2021 Minutes - Draft*
2. *FY21 SML Monthly Expense.xlsx*
3. *Director's Report 2021-05-25.docx*
4. *Library of Things Policy.docx*
5. *Library of Things Policy - New Bedford.pdf*
6. *Library Director Goals for FY 2022.docx*
7. *Flagpole Light at the Veterans Memorial.jpeg*
8. *Amendment\_Wording\_Preamble\_jtc.doc*

Respectfully submitted,  
Molly Wong