



**TOWN OF BOXBOROUGH**  
**Meeting Minutes**  
**Library Trustees**

**Approved 7/6/2022**

**June 15, 2022**

**7:00 PM**

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

**Members Present:** Mary Brolin, Nancy Settle-Murphy, Sunitha Paravasthu (7:12), Rob McNeece, Molly Wong

**Members Absent:** Reeves Briggs

**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. Board Organization
    1. A motion to elect Mary Brolin as president was moved (McNeece), seconded (Settle-Murphy) and unanimously approved. **Roll Call Vote: Mcneece, Wong, Settle-Murphy & Brolin.**
    2. A motion to elect Molly Wong as secretary was moved (Brolin) and seconded (McNeece) and unanimously approved. **Roll Call Vote: Settle-Murphy (Yes), Brolin (Yes), Mcneece (Yes), & Wong(Yes).**
    3. A motion to elect Rob McNeece as treasurer was moved (Settle-Murphy), seconded (Brolin), and unanimously approved. **Roll Call Vote: Brolin (Yes), Settle-Murphy (Yes), Wong (Yes), & McNeece (Yes).**
  - B. Approve Prior Minutes (Exhibits: *Minutes May 18, 2022 - Draft*)
    1. A motion to approve the minutes for the meeting dated May 18, 2022 was moved (McNeece), seconded (Settle-Murphy) and unanimously approved. **Roll Call Vote: Mcneece (Yes), Wong (Yes), Settle- (Yes) & Brolin (Yes).**
- III. Director's Report - (Exhibit: *Director's Report 2022-06-15.docx*)
  - A. Budget

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1. July 15th is the deadline for the end of FY'22. The interim accountant is in place, but is only part-time.
2. Social Media Use Policy (Exhibits: *SML Policy Manual - Master.docx* & *SML Social Media Use Policy 2022*)
  - a) Ms. Bartley reviewed the Social Media Use Policy (last approved in 2019) that is part of the *SML Policy Manual*. She recommended some changes to the policy that included defining what is considered social media and tightening up the language to be more specific about expectations and consequences.
  - b) The Trustees will consider the suggested changes and vote at the next meeting.
3. Buildings & Grounds
  - a) Control Technology has completed the software upgrade. Ms. Bartley can now get set up to control the HVAC system remotely.
  - b) Some changes were made to the grounds to make it easier for the DPW to mow. Flower beds that were no longer being regularly maintained by volunteers were removed.
4. The town is exploring different options for IT Support. With the retirement of Chief Ryder, who has served as the point person for the town contract with Guardian Technology, Rajon and Becky at Town Hall have been named as contacts. There is interest in exploring other alternatives and the trustees discussed how those changes would impact service to the library. The current service with Guardian has not always been timely or responsive to the unique business needs of the library. The trustees would be interested in a solution that was more available and customized to the needs of the library and the town.
5. Staff
  - a) There is a new Community Services Team being convened to plan for the long-term replacement of the social worker. Ms. Bartley will serve on the team. Trustees discussed a concern about dedicating the library as a CST space for all programming, as it would limit the availability of the space for all patrons.
  - b) Annual evaluations of all staff were completed.
  - c) Trustees requested the new staff be introduced/recognized in social media and in Boxborough Bee articles (as was done for new town

employees in the most recent edition).

- d) Employees have been reminded to pay attention to vacation accruals as the end of the fiscal year arrives.
- e) Ms. Bartley will be holding a special staff meeting in June to review the strategic plan with staff and solicit input into the goals and plans for the upcoming years.

#### 6. Events

- a) Recent events, like the Ask Me Fair (Open Door & Danny's Place) and the Hemlock Woolly Adelgid Presentation (Mr. Dempsey, BCT & High School) have gone well and integrated many area organizations.
- b) Summer Reading has been advertised and is ready to go.

#### 7. Collection Development

- a) Nonfiction inventory is almost complete.
- b) Kid's audiobooks continue to be popular and that collection will be increased.

#### 8. Strategic Planning

- a) A motion to approve the final Strategic Plan (Exhibit: *SML Mission, Vision, Goals and objectives FINAL.docx*) was moved (Settle-Murphy), seconded (McNeece), and unanimously approved.. Roll Call Vote: McNeece (yes), Wong (yes), Settle-Murphy (yes), Paravasthu (yes), & Brolin (yes).
  - b) Following the approval of the Strategic Plan, the Action Plan process will begin. A 5-year plan will be developed with staff input. The ideas generated from brainstorming and discussions will be prioritized and compared to their ability to address goals from the strategic plan.
  - c) The Trustees suggested that any items requiring capital investments should be added to the town's Capital Plan.
9. The Boxborough Friends of the Library would like to begin to take donations online. They are looking for options for online payments and possibly a website to host the donation page. Ms. Settle-Murphy recommended Give Butter, a service currently being used by the United Way. The Friends page and the Trustees donation page will both be added to the library's website.

#### B. New Business

- 1. Jennifer Campbell, chair of the Select Board, has sent an important clarification regarding Public Records law to all town volunteer board members. Any requests for

information about the Library Board should be forward to the library director, Ms. Bartley. Any Media requests should be forwarded to the Town Administrator.

2. Ms. Brolin gave an update regarding Ms. Bartley's contract. It was sent to the interim Town Administrator to be reviewed by Town Counsel, but has not heard back yet. She will follow up.

IV. Confirm date of next few meetings

A. Wednesday, July 6th @ 7pm via Zoom

B. Wednesday, August 17th @ 7pm

- V. Meeting was adjourned at 8:20. Motion to adjourn was moved (Settle-Murphy), seconded (Mcneece), and unanimously approved in a **Roll Call Vote**: McNeece, Paravasthu, Settle-Murphy, Wong & Brolin.

List of Exhibits used:

1. *Minutes May 18, 2022 - Draft*
2. *Director's Report 2022-06-15.docx*
3. SML Policy Manual - Master.docx
4. SML Mission, Vision, Goals and objectives FINAL.docx
5. SML Trustee Packet 6\_15\_22.pdf

Respectfully submitted,  
Molly Wong