



SARGENT MEMORIAL LIBRARY

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TOWN OF BOXBOROUGH
Sargent Memorial Library Trustees Meeting Minutes
Boxborough, MA 01719

Draft

June 21, 2023

7:00 PM

Location: Zoom Meeting with remote participation.

Members Present: Reeves Briggs, Mary Brolin, Jessica Levesque, Rob McNeece, Sunita Paravasthu

Members Absent: Nancy Settle-Murphy

Others Present: Ms. Peishan Bartley (Library Director)

1. General Business
 2. Call to Order
 3. Mary Brolin called the meeting to order at 7:03 pm.
 4. Attendance/Quorum
 5. Approve Prior Minutes
 6. A motion to approve the minutes for the meeting dated May 17, 2023 was moved (McNeece), seconded (Briggs) and unanimously approved. **Roll call vote: McNeece (Yes), Paravasthu (Yes), Briggs (Yes), Levesque (Yes) & Brolin (Yes).**

1. Director's Report

The Director's Report covered the following topics. See attached report for detail.

- a. Annual Town Meeting Summary
- b. Budget and Expenses Report
- c. Library Policy
- d. Building and Grounds Issues and Updates
- e. Staffing Updates
- f. Library Events
- g. Public Forum lead by Alec Wade, June 28
- h. Collection Development

The quote from Stefura Associates came back at \$30,000. We had agreed on spending \$5,000 per the May 17 meeting. The Board decided to agree to spending \$30,000 on this project, as this design firm seems to have the best approach and displayed innovative thinking while viewing our Library.

2. Discussion: Director's performance review

The board discussed Peishan's review at a high-level and reaffirmed that we have a lot of positive feedback for her and would like her to continue working at such a high level. We asked Peishan if she had any questions on the review and she said she did not.

3. Confirm date and location of next few meetings

We will not hold a July meeting, and our August meeting was supposed to be August 16, but may be moved to August 2 or August 9 to accommodate vacation schedules. We need to finalize a date and location. We had discussed having the August meeting in person at the Library.

4. Adjourn Public Meeting

The meeting was adjourned at 8:28 pm. A motion to adjourn was moved (Brolin), seconded (Levesque), and unanimously approved in a **Roll call vote: McNeece (Yes), Levesque (Yes), Paravasthu (Abstain), Briggs (Yes), & Brolin (Yes).**

List of Exhibits used:

All files located on public Drive folder: [2023_06_21](#)

- SML Trustee Meeting Agenda for June 21, 2023
- Director's Report for June 21, 2023
- Approved Minutes for May 17, 2023
- Library Expense Breakdown
- SML Action Plan
- SML Director Performance Evaluation Input Final

Respectfully submitted,
Jessica Levesque