



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

**June 30, 2021**

**7:00 PM**

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

**Members Present:**, Janet Glidden, Rob McNeece, Mary Brolin, Nancy Settle-Murphy

**Members Absent:** Sunitha Paravasthu, Molly Wong

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

- 1) General Business
  - a) Acknowledging the presence of a quorum, Mary called the meeting to order at 7:01 pm.
  - b) Approve Prior Minutes
    - i) The minutes for May 25, 2021 were presented and reviewed and approved (with a note that the exhibit for the May 20, 2021 minutes needed to be added.) (Janet moved, Rob seconded), Janet (Yes), Rob (Yes), Mary (Yes) & Nancy (Yes)

*Exhibit: May 25th 2021 Minutes - Draft*
- 2) Director's Report - *Exhibit: Director's Report 2021-06-30.docx*
- 3) Budget and Bills
  - a) Peishan met and compared records with the Interim town accountant (Andrea) and everything was in agreement for the end of the fiscal year.

*Exhibit: FY21 SML Monthly Expense.xlsx*
- 4) Town Matters update
  - a) The street light near the Veteran's Memorial will be replaced per the Boxborough Select Board.
  - b) A warrant article of \$4,800 to support an additional day of cleaning passed at the Annual Town Meeting.
- 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. Should staff decide to

work, it was determined to award them a floating comp day – to be taken within the following month. This was with a goal of maximizing hours open to the public.

- 6) Community Conversation, held June 24th had 24 participants. Peishan plans to host another in late September as well as a multi-generational book club in October. The group will be reading *Little House on the Prairie* and *Prairie Lotus*.
- 7) Marjorie Kamp is forming a book club to read *2040 The Handbook*, focusing on climate change.
- 8) The Library has begun promoting the Brown Box Theatre production of *Much Ado about Nothing*.
- 9) The Summer Reading Program will run from 7/12 to 8/19.
- 10) North Sea Gas will be coming to perform in September.
- 11) Peishan is working with Danny's Place to apply for a CHNA15 grant to hold an "Ask Me" event next spring. Sam Gould of the Open Door Theatre is also participating.
- 12) Building & Grounds
  - a) Car chargers are scheduled to open July 5.
  - b) The bids for the brick patio renovation were opened. A bid from Ludlow Memorial was the low bid and was accepted. We discussed adding footings for a pergola, since the bid came in below budget.
- 13) Staff
  - a) Peishan has taken on a role on the CW/MARS Executive Committee.
  - b) The Staff is doing well with re-opening.
- 14) The presentation of ATM 102 scheduled for 5/26, was excellent, unfortunately not well attended, but will be posted to YouTube.
- 15) Collection Development
  - a) Weeding! Particularly DVD's
  - b) Moving from CD audio books for children to Play-Aways, also Vox picture books with audio accompaniment, available in English, English-Spanish and English-Chinese. Peishan would like to find more in Portuguese.
- 16) There will be a display of Bucky Weaver's artwork at the library. A Silent Auction will benefit the Sargent Memorial Library Foundation and the Boxborough Conservation Trust.
- 17) Strategic Planning
  - a) Nancy is assisting with this effort
  - b) A core planning team of about 5 people will be formed.

- c) A facilitator will be hired.
- 18) Remote Participation Policy. Mary shared the School Committee policy – she will adapt it for the library.  
*Exhibit: School Committee Remote Participation Policy*
- 19) VOTE: Trustees voted to accept the *Library of Things Waiver Policy* and the *Library of Things Loaning Waiver* pending Teon legal review (Nancy moved, Janet second, Janet(yes), Nancy (yes), Mary (yes), Rob (yes).
- 20) Next meeting: July 21 at 7PM will be remote.
- 21) Meeting was adjourned at 8:45.(Nancy moved, Rob seconded), Nancy (yes), Rob (yes), Mary (yes), Janet (yes).

List of Exhibits used:

1. *May 25<sup>th</sup> 2021 Minutes - Draft*
2. *FY21 SML Monthly Expense.xlsx*
3. *Director's Report 2021-06-30.docx*
4. *Library of Things Policy.docx*
5. *Library of Things Policy - waiverf*

Respectfully submitted,  
Janet Glidden