



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

Approved

August 7, 2023, 7:00 PM

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

Members Present: Mary Brolin, Nancy Settle-Murphy, Rob McNeece, Reeves Briggs, Jessica Levesque

Members Absent: Sunitha Paravasth

Others Present: Ms. Peishan Bartley (Library Director)

- I. Acknowledging the presence of a quorum, Mary called the meeting to order at 7:02 pm.
- II. General Business
 - A. Approve Prior Minutes (Exhibits: *Minutes June 21, 2022 - Draft*)
 1. A motion to approve the minutes for the meeting dated June 21, 2022 was moved (McNeece), seconded (Reeves) and unanimously approved. **Roll Call Vote: McNeece (Yes), Wong (Yes), Settle- (Yes) , Brolin (Yes) and Levesque (Yes)**
- III. Director's Report - (Exhibit: *Director's Report 2022-06-15.docx*)
 - A. Budget
 1. New accounting structure means that DPW will now be responsible for certain budgetary responsibilities for utilities, which calls for close collaboration and coordination between the Library, DPW and our Town Accountant. We proposed that we will maintain our own B&G budget for this year, and are waiting to hear from our accountant as to whether she agrees.
 2. Proposed revised Local Meeting Room Use Policy (Exhibits: Director's Report - Meeting Room policy)
 - a) Ms. Bartley reviewed proposed changes to our meeting use policy for our Local Meeting Room. (See her 8/7/23 Director's Report for details.) She recommended some changes to our current policy that may include more clearly defining the conditions for which the room may be used, by whom,

and for what duration. Ms. Bartley plans to present a more formal change to our Local Meeting Room policy to be discussed and voted on at a future meeting.

3. Addendum to User Rights and Responsibilities: Ms. Bartley suggested that we make an addition to clarify that patrons are responsible for their own transportation to and from the library. The Board will plan to vote for this addendum at our next meeting.
4. Ms. Bartley proposed a revision to the Library's Safe Child Policy to ensure that guardians understand their and their children's responsibilities. Ms. Bartley will propose a formal revision for the Board to vote on at a future meeting. (See her 8/7/23 Director's Report for her proposed changes.)
5. Ms. Bartley proposed an addition to the Library's Collection Development policy to ensure continued high quality of our content. (See her 8/7/23 Director's Report for the proposed addition.) We will vote on this proposed addition at a future meeting.
6. Ms. Bartley discussed the implications of our Library's circulation policy when a community's library has been decertified, and no longer has access to shared resources. Ms. Bartley will be proposing a policy for our Library regarding the sharing of resources for patrons whose libraries have been decertified, which the Board will vote on at a future meeting. (See her 8/7/23 Director's Report for details.)
7. Buildings & Grounds
 - a) The Library has engaged an architect to scope, design and illustrate a proposed plan for a new roof. (See the 8/7/23 Director's report for details.) The \$22K cost was not included in the \$175K approved at Town Meeting for a new roof, which might mean that we have to request additional funding.
 - b) The first meeting with Stefura Associates took place on August 7. The initial focus: How to create more meeting and working space by moving and winnowing down our collection.
 - c) The HVAC and alarm systems have had recent repairs and improvements. (See the 8/7/23 Director's report for details.)
8. Staff
 - a) Jen is out this month due to needed medical treatments.

9. Events

- a) First public forum was well-attended by patrons who offered ideas for the best use of library space and resources
- b) Summer Reading and other children's programs have been very popular.

10. The ARIS report for FY'23 is now complete.

IV. Confirm date of next few meetings

- A. Wednesday, Sep 20, 2023 at 7 PM at the Library
- B. Wednesday, October 18 @ 7pm
- C. Wednesday, November 15 at 7 PM

- V. Meeting was adjourned at 8:31. Motion to adjourn was moved (**Levesque**), seconded (**Reeves**), and unanimously approved in a **Roll Call Vote**: Levesque, McNeece, Settle-Murphy and Reeves.

List of Exhibits used:

1. *SML Board of Trustees Notice of Public Meeting*
2. *Minutes June 21, 2023 - Draft*
3. *2023-08-07 Director's Report.docx*
4. *Safe Child Policy July 2023*
5. *2023.07.31 Existing Conditions Review*
6. *ARIS Comparisons*

Respectfully submitted,

Nancy Settle-Murphy