



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

**January 14, 2020**

**7:00 PM**

**Sargent Memorial Library 427 Massachusetts Avenue: Local History Room**

*Draft February 7, 2020*

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

**Members Absent:** Jennifer Campbell, Molly Wong

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

**I** A. The meeting was called to order at 7:05 PM by Mary Brolin. The January 14<sup>th</sup> bills were signed.

B. The December 18, 2019 minutes were presented. The minutes were amended and were approved unanimously.

C. The Director's Report was discussed:

**1. Budget:**

Peishan distributed a revised budget and stated that our final budget had to be in by the end of January. She explained that she had received this one back from the Jennifer, the Town Accountant. This budget had the approved salaries of the staff but did not have a new salary for Peishan. Peishan was happy with the staff salaries and was glad that the Youth Services Librarian and the Technical Services Librarian are now the same Grade. There was a brief discussion of how the Grades were determined. Peishan's salary will be covered in item **II C** below.

Peishan also described adjustments she had made to the operating expenses for Heat/Gas, Library Programs, and Library Dues.

**2. Library Staff:**

- a. Heather, our new Youth Services Librarian is adjusting really well to the library. Her Story Time attendance has grown because of its popularity. She is reorganizing a book club for our 7<sup>th</sup> and 8<sup>th</sup> graders.
- b. Barbara will be getting more hours now since she has resigned from her position in Ayer.
- c. We have seven applicants for the Technical Services Librarian position.

**3. Building and Ground Maintenance:**

- a. Argento came to replace four ballasts, two lights at the entrance, and fixed an outdoor power outlet.
- b. The Sustainability Committee has asked if we are making any progress in replacing our lights with LEDs. Our current plan is to look at it in FY22. A

representative from LELD contacted Peishan to offer her assistance with this project as a result of the Sustainability Committee's mentioning us to LELD.

- c. CWMARS will be here tomorrow to talk about their PC Management service. We are still waiting for Guardian to provide us with the three PCs we ordered.
- d. LELD has approached the town about installing chargers for electric cars in some of its parking lots. The town Police, Fire, and DPW all think the library is the best spot for a couple of them – maybe two spots near the Hager Trail head. A discussion followed about how the charging stations can run up heavy charges and the fact that we don't know who will pay for these.

#### **4. Professional Development:**

Heather will participate in a webinar about How to Teach Children about Slavery in preparation for Black History Month.

#### **5. Library Policy:**

Peishan has revised the Sargent Memorial Library Policy on Endorsements and Solicitations to clarify our position on fundraising activities at the Library.

Nancy moved that the Board of Trustees adopt the newly worded Policy. Janet seconded the motion. It was approved unanimously.

#### **6. Library Events:**

- a. The AB Cultural Council will be requesting the meeting room for their annual reception. Peishan has asked them to use a day that the library is open rather than a Friday.
- b. Our parents are pleased that we have added a bilingual English-Chinese story time.
- c. Our event schedule this year will begin with a Census2020 jobs information session. We'll follow that with a #RealMedialGirls workshop and later one on identity theft prevention and on online safety by the MA Consumer Affairs and Business Regulars, and the Better Business Bureau. After that, there will be one on the birds of the New England swamps.

#### **7. Collection Development:**

Our ukulele is in constant demand. Peishan is thinking of getting another one or adding another musical instrument like a kids' guitar.

#### **8. Future Discussions:**

Janet reported that she had taken the Boxborough Quilt to be documented and that it is considered a Red Cross quilt.

## **II A. Town's Compensation Study:**

Peishan had included four pages of salary schedules that she said had come from Jennifer or Ryan when we reviewed the budget. We referred to them when discussing Peishan's increase in item C below.

**B.** We went over Peishan's evaluation. She is doing an excellent job. We discussed her goals and objectives with her. Her goal this year is to build a strong staff that will be self-sufficient and that will find professional fulfillment at the Sargent Memorial Library. The Trustees goals this year will be to support the framing of Peishan's Strategic Plan and her meeting her goals and objectives.

**C.** The study had determined that Peishan's salary was below what was appropriate and had adjusted it accordingly on its 2020 and 2021 schedules. Nancy moved and Rob seconded that the Trustees approve the Library Director's salary as entered on the 2021 schedule for use in our 2021 budget as Peishan's salary.

**D.** With the staff and director's salaries in place, the Library budget was almost ready to be approved. The only remaining item will be the appropriate adjustment to the Materials line item to ensure that the budget pass the MBLC nineteen percent test. Nancy moved and Janet seconded that the Library Budget of \$421,130, plus any adjustments necessary, be submitted to the Town Accountant.

**E.** The CPC has approved our patio project. We need to find out if we need to provide wording for the Article or if they want us to write a recommendation for it.

**F.** The "No Fines" policy is going well. It is easier for the staff and does not appear to have been abused.

**G.** Next Meetings: The next meetings will be at 7:00 PM on 2/10/20, 3/18/20 and 4/15/20.

### **III A. Adjourn Public Meeting:**

It was moved, seconded and voted unanimously to adjourn the meeting at 8:24. (Nancy moved; Rob seconded.)

List of Exhibits used:

- a. FY21 Budget 610 Library Draft v2 ( the revised budget)
- b. December 18, 2019 draft minutes as amended.
- c. Director's Report December January 14, 2020
- d. Sargent Memorial Library policy on Endorsements and Solicitations
- e. FY20 and FY21 Schedules received from Town Hall
- f. 2019 Performance Review of Peishan Bartley

Respectfully submitted,  
Rob McNeece