



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

Draft

January 18, 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, Sunitha Paravasthu (7:02)

Members Absent: Molly Wong

Others Present: Ms. Peishan Bartley (Library Director)

I. General Business

A. Acknowledging the presence of a quorum, Mary called the meeting to order at 7:02 pm.

II. Approve Prior Minutes (Exhibits: *December 21, 2022 - Draft*)

A. A motion to approve the minutes for the meeting dated December 21, 2022 was moved (Settle), seconded (Briggs) and unanimously approved. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Briggs (Yes), & Brolin (Yes).**

III. Director's Report (Exhibit: *Director's Report 2023-1-18.docx*)

A. Accounting and Budget Update

1. Town had Budget Saturday two weeks ago. We did not participate as we will attend Fin Comm's biweekly meeting on January 24th.
2. Submitted two warrant articles for the roof and sound system. Peishan and Mary will discuss this with the Fin Comm at their meeting.
3. In the current expenditure report, Peishan highlighted lines that are the most spent down. Heating bills are very high. Unit prices are 2 to 3 times higher than last year. Building grounds and maintenance is high due to age of building for and the repairs for roof. When we are doing level budgeting, this is not avoidable. Postage is fine, we are stocked. Dues and memberships of \$15K – the biggest part is to the assessment to CWMARS of \$13,500. The remaining funds in that line are small for the American Library Association membership for staff. Usually by August these funds are largely spent. We have used the funds for Programs.

Peishan cut here last year when Fin Comm asked for cuts across the board. We can supplement this with funds from the Whitcomb House Trust – for anything benefiting seniors. We are also using this line for the adult craft night materials. The Friends had a fundraiser for funds so Peishan is not concerned. We will seek a reserve fund transfer for any overruns, such as heating.

B. Library Policies

1. The staff changed the hold slip when someone reserves a book, so it only shows the first 4 letters of first name and last name initial. It really changes the information readily available. Less visible because books are in the back. May rearrange some of the hold books to be discrete.
2. Meeting room request – ABCC Foreign Film Subcommittee is asking to hold meetings on Fridays. We agreed on conditional approval as long as they meet the Library's conditions, particularly that the room is cleaned after use.

C. Building & Grounds

1. Running out of shelf space. Reference books are taking up a lot of room and not being used. Peishan tried to contact Tucker Library Interior who did the new library design. The person who worked with us in the past retired, heard in Dec. Peishan went on the Directors listserv and received three responses that recommended we reach out to MBLC. Laura Strata, an MBLC's library building specialists will be coming next Thursday (1/26) to do a needs assessment on space and offer us some suggestions on how to more effectively use our building.
2. Other recommendation by Amanda Bailey – some areas not friendly and inclusive and we know there are areas where we can do better. Two representatives from the state's Office of Disability are coming on 2/16/2023 to do an accessibility audit. We discussed not just being accessible, but being inclusive.
3. Once Peishan has their reports, she will start to put together a plan. We have some big goals, but there are some easy steps we could take to achieve some of what we want. Peishan will have a timeline and financial requirements and a plan for next year.
4. Fran from DPW fixed a leak in the staff room. Turns out the faucet handle was installed backwards for all these years.

D. Staff

1. Staff meeting held on Wednesday, 1/3/2023.
2. Staffing has been difficult in January. With staff time off it has been difficult to have a the last-minute emergency closing person. Everyone has been super helpful and stepping in to take some of Shijesta's shifts. We moved things around and the empty spots have been closed. But this Thursday, due to staffing issues and the lack of coverage, we will have to close early at 6pm.
3. Closing early is a rare occurrence. We don't have a substitute pool because we don't normally need it. The last time we used substitutes was in the summer of 2019 when the regular staff members were all taking time-off in August. Peishan

is concerned that we won't have enough need to keep the pool active. In any case, possible solutions to avoid staffing shortages include:

- a) Establishing a substitute pool.
- b) Allowing volunteers to count toward the minimum staffing requirement.

Peishan prefers establishing a substitute pool before using volunteers.

- c) Note, we have a policy that a minimum of 2 staff be working at all times to ensure the safety of staff and patrons.

E. Library Events:

1. The Library has a low-key Lunar New Year celebration coming up. Heather and Peishan will be discussing scaling up Heather's programs. Peishan has once again reached out to Acton's new head of Information Services and their director to express interest in collaborating.
2. Superfood 101 is coming up on Saturday 1/28 and Craftivism on 2/11.
3. The Friends did a Giving Tree fund raising event. The "wants/gifting envelope" are paired with handmade Christmas ornaments for people to adopt. The total amount raised was \$395+\$5 dollars, including \$60 designated for glue gun purchasing. Aside from the upcoming book sales, they are planning to do a Junk in the Trunk event in the summer.

F. Other Issues:

Peishan's draft for the Annual Town Report submission is in the folder and was submitted today.

IV. Vote 2024 Annual Town Meeting warrant articles

- A. The committee discussed the Warrant Article for Replacing the Roof. Rob McNeece moved to approve the Roofing Warrant Article and Nancy Settle-Murphy seconded the motion. It was unanimously approved in a **Roll Call Vote: Briggs (Yes), McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Brolin (Yes).**
- B. The committee discussed the Warrant Article for Updating the Audio System. Rob McNeece moved to approve the Audio System Warrant Article and Sunita Paravasthu seconded the motion. It was unanimously approved in a **Roll Call Vote: Briggs (Yes), McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Brolin (Yes).**

V. Confirm date and location of next few meetings

- A. February 15, 2023 via Zoom

VI. Adjourn Public Meeting

- A. 7:49 pm . Motion to adjourn was moved (Settle-Murphy), seconded (McNeece), and

unanimously approved in a **Roll Call Vote: Briggs (Yes), McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Brolin (Yes).**

List of Exhibits used:

1. SML Trustees Agenda January 18, 2023
2. Director's Report 2023-01-18.docx
3. FY24 ATM Warrant Articles - Roof and AV
4. Minutes December 21, 2022 -Draft

Respectfully submitted,
Mary Brolin