



TOWN OF BOXBOROUGH  
Meeting Minutes  
Library Trustees

**Draft**

**February 15, 2023**

**7:00 PM**

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

**Members Present:** Mary Brolin, Molly Wong, Rob McNeece, Sunitha Paravasthu, Reeves Briggs

**Members Absent:**

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

I. General Business

A. Acknowledging the presence of a quorum, Mary called the meeting to order at 7:04pm.

II. Approve Prior Minutes (Exhibits: *Minutes*)

A. The minutes from the January meeting were not able to be viewed and will be voted on at our next meeting.

III. Director's Report (Exhibit: *Director's Report 2023-02-15.docx*)

A. Budget Update

1. FY'24

- a) Operating Budget. Ms. Brolin and Ms. Bartley went to FinCom meeting. The Accounting department wants the simplicity of moving the utilities and the buildings and grounds line items from the library to the town. The Town supports the move as well to control increases to our Materials costs to stay in compliance for State Aid calculations. Ms. Bartley has shared 3 years worth of budget and bills with MBLC and they were able to recalculate and adjust the budget. Our current budget meets the requirement for MBLC and maintains our materials budget. Trustees asked and discussed if this was a common accounting set up and Ms. Bartley said it is not uncommon in other towns to have it organized that way.
- b) As the money for B&G and Utilities move to the town budget, there are questions about the logistics of how those systems are monitored, who will decide what work gets done and how.

- c) Annual Town Meeting Preparation. The library has submitted 3 items to the warrant to cover the Roof, Audio System and the Fire Security System.

## 2. FY'23 Budget

- a) Our Heating has exceeded the budget (we are at 120%). There were issues with the boilers that required maintenance, and the hope is that the system will be working more efficiently and the usage will go down. Ms. Bartley will be requesting a reserve fund transfer of \$5,000 to cover the anticipated cost of gas usage through the end of the fiscal year.
- b) Trustees asked for clarification about the boiler system maintenance schedule and what can be done to monitor the system to keep it from happening again.

## B. Building Issues and Updates

- 1. Argento came to change ballasts in the building and the parking lot and the street light by the Veteran's Memorial.
- 2. MLS Building specialist came to assess the library space and offered suggestions. She also offered some names of library interior designers.
  - a) Lean and mean collection
  - b) Rethink YA room
  - c) Reposition/rethink the computer and display in Children's room.
- 3. Another consultant came to look at the library for ADA compliance.

## IV. Library Events

- A. English at Large group is meeting again on Mondays.
- B. The baby story time is growing. Coding club is starting and the popular Touch-a-Truck program will be in April.
- C. Adult programming has had good turn-outs. There are two more programs, Bake it Until You Make It and North Sea Gas this spring.

## V. Confirm date and location of next few meetings

- A. Ms. Bartley will send out a Doodle poll to move the date for the March Meeting.
- B. April 19, 2023
- C. May 17, 2023

## VI. Adjourn Public Meeting

- A. Meeting was adjourned at 8:32 pm . Motion to adjourn was moved (Briggs), seconded

(McNeece), unanimously approved in a **Roll Call Vote: McNeece (Yes), Paravasthu (Yes), Wong (Yes), Briggs (Yes) and Brolin (Yes).**

List of Exhibits used:

1. Director's Report 2023-02-15.docx
2. 10-18-22 Sargent Memorial Library - Fire Alarm Upgrade
3. MAR recalculation
4. Energy cost comparison.xlsx
5. FY24 ATM Warrant - Roof and AV and Alarm System
6. FY24 SML Restructured Budget.xlsx
7. SML Board of Trustees Notice of Public Meeting 2.15.2023

Respectfully submitted,

Molly Wong