



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

March 18, 2020

7:00 PM

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

Draft March 19, 2020

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

Members Absent: Molly Wong

Others Present: Peishan Bartley (Library Director), Kevin Mahoney (Veterans Memorial Committee)

1. The meeting was called to order at **7:02 PM** by Mary Brolin.
2. Kevin Mahoney gave an update on the Veterans Memorial.
 - a. Phase 1 of the project will go out to bid in April, after the committee meets with Ryan.
 - b. Janet queried whether the plans could be simplified. Kevin mentioned that aspects already had been, but that they had sold the town and donors on a design that they wanted to be sure to deliver.
 - c. It was discussed whether the lighting of the American flag would cause conflicts with by-laws regarding up lighting. The lighting of the flag is at the top, so it should not.
 - i. *Exhibit: Vet Memorial Phasing Plan from Exhibit B 3_20.*

Kevin Mahoney left the meeting at 7:17 PM.

Mary asked if the meeting could be recorded from this point forward. All agreed.

3. The bill document was briefly discussed. An issue occurred because mail was not being delivered to the library. Peishan contacted the post office, and delivery will resume.
 - a. Mary and Rob will digitally sign the bills when they are ready for signature by printing the cover sheet, signing it, and sending a digital copy of their signature back to Peishan.
4. The minutes from February 13 were approved. Jennifer moved, Janet seconded.
 - a. **Roll call vote to approve: Unanimous.**
5. The Director's Report was discussed:
 - i. *Exhibit: Director's Report 3/18/2020.*
 - a. **Staff:** New hire, Meghan Bouffard. Peishan has spoken with the town about an onboarding packet for insurance and other documents for new employees.
 - b. **Professional Development:** Peishan attended a webinar on the impact of COVID-19 on library events and fundraisers.

- c. **Building Maintenance:** There are some issues with the wood siding (carpenter ants), and with the roof where the sheathing connects. Bentley Hegert is looking into roofers. Peishan has a detailed list of repairs to be made before the painting.
- d. **Technology:** Guardian deployed new computers and moved the color printer to the network.
- e. **Policy:** Peishan is adding the following to the library's circulation policy:

Patrons need to return items that have exhausted existing renewals upon their due date. The items need to remain in the library for one day before the original borrowers can check it out again.

Changes to the "one day" phrasing were discussed to make sure items remained in the library for a full day of operations for the library. Also, possibly add something about how if not, items will be considered lost and the patron will be requested to pay. Peishan will consider.

- f. **Events:** All upcoming events are cancelled. The last event was livestreamed and had many live and post-event views.
 - g. **Collection:** The staff is changing some of the shelving policies. Also, expanding children's world language offerings and adding bilingual paired book kits.
 - h. **COVID-19:** Library staff continues to work on special projects, and be paid for the time being. There is no Interlibrary Loan at this time. All returned books are being quarantined in the meeting room before being checked in. A cart of books to borrow was placed outside of the library. Peishan is holding off on ordering print books, but is increasing e-book orders.
6. At this time Annual Town Meeting is still on track. The library patio article was unanimously approved by the Select Board and Finance Committee.
7. Dates of next meetings:
- a. April 15, 2020 at 7:30PM (7:00 for Foundation)
 - b. May 11, 2020 at 6:00 PM prior to Annual Town Meeting if needed

The meeting adjourned at 8:08 PM (**Janet** moved, **Rob** seconded). A roll call vote was taken: Unanimous.

List of Exhibits used:

- a. February 13, 2020 draft meeting minutes
- b. Vet Memorial Phasing Plan from Exhibit B 3_20
- c. Director's Report (filename: 2020-03-18)
- d. Bills Submitted 2020-03-18

Respectfully submitted,
Jennifer Campbell