



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

September 20, 2023, 7:00 PM

Location: Sargent Memorial Library

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

Members Absent: None

Others Present: Ms. Peishan Bartley (Library Director)

- I. Acknowledging the presence of a quorum, Ms. Brolin called the meeting to order at 7:01 pm.
- II. General Business
 - A. Approve Prior Minutes (Exhibits: *Minutes August 7, 2023*)
 1. A motion to approve the minutes for the meeting dated August 7, 2023 was moved (Briggs), seconded (McNeece) and unanimously approved. **Roll Call Vote: McNeece (Yes), Settle-Murphy (Yes), Briggs (Yes), Brolin (Yes) and Levesque (Yes)**
- III. Director's Report - (Exhibit: *Director's Report dated 9/20/23*)
 - A. Budget
 1. Accrued vacation times not rolling over accurately. Ms. Bartley is working with the new tax collector to resolve. Implementation of the sick leave bank has not been smooth.
 - B. Proposed Policy Changes - See the wording in the Director's 9/20/23 Report for details
 1. Ms. Bartley proposed an addition to the Library's Collection Development policy to ensure continued high quality of our content. (See her 9/20/23 Director's Report for the proposed addition.) Motion to approve this policy made by Jessica Levesque and Reeves Briggs seconded. All approved.
 2. Ms. Bartley proposed an amended User Rights and Responsibility re: transportation of patrons by staff. Ms. Bartley to propose revised policy with

suggested changes.

3. Safe Child Policy - Ms. Bartley to propose revised policy with suggested changes.
4. Decertified library lending - Ms. Bartley to propose revised policy with suggested changes.
5. Proposed revised Local Meeting Room Use Policy
 - a) Ms. Bartley reviewed proposed changes to our meeting use policy for our Local Meeting Room as well as the smaller rooms, including the Local History Room. (See her 9/20/23 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.
6. Ms. Bartley will be proposing a revised policy and agreement for the Library of Things at a future meeting, pending discussion with the Town Administrator.
7. Buildings & Grounds (See Director's 9/20/23 report for details regarding all of the following items)
 - a) The fire alarm panel and meeting room audio system have been replaced.
 - b) Water pump booster will need to be replaced next year.
 - c) HVAC system actuators have been replaced.
 - d) The estimate for the roof replacement came in at \$195,000, or \$20,000 more than the previously-approved estimate, necessitating a request of additional funds in the next town meeting.
 - e) 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.
8. Staff (See Director's 9/20/23 report for details)
 - a) Jen returned to work at the end of August, pending additional treatments. Ms. Bartley has arranged subs to pitch in as needed.
 - b) Staff meeting was held 9/6 to discuss procedural changes.
9. Events (See Director's 9/20/23 report for details)

- a) The Library sponsored multiple events for adults, children and a combination. Right now the Library is sponsoring an average of 1.5 programs per week, including both onsite and virtual programs.
- b) Summer Reading and other children's programs have been very popular.
- c) Many events are planned for the fall, including Diwali Fest

10. Collection development (See Director's 9/20/23 report for details)

- a) Library of Things - cataloging, displays
- b) Weeding in the fiction section happening now, extending soon to the nonfiction section and multimedia

C. First Amendment "auditor" visit debrief - revisions to future such visits to include ushering out patrons if they are uncomfortable

D. Confirm date of next few meetings

- 1. Wed, October 4, 7 PM via Zoom
- 2. Wed, Nov 1 @ 7 PM at the Library
- 3. Wednesday, December 6 at 7 PM, Venue TBD

IV. 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