



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

October 4, 2023, 7:00 PM

Location: Sargent Memorial Library

Members Present: Mary Brolin, Nancy Settle-Murphy, Rob McNeece, Sunitha Paravasth

Members Absent: Jessica Levesque, Reeves Briggs

Others Present: Ms. Peishan Bartley (Library Director)

- I. Acknowledging the presence of a quorum, Ms. Brolin called the meeting to order at 7:00 pm.
- II. Director's Report - (Exhibit: *Director's Report dated 10/4/23*)
 - A. Accounting and Budget - See the wording in the Director's 10/4/23 Report for details
 1. Ms. Bartley met with the Sargent Memorial Library liaison Bob Stemple to discuss the need for additional capital budget as well as salary.
 2. She is also seeking clarification and rewording of the Town's personnel administration plan, as well as issues related to the Town's accounting of staff benefits.
 - B. Proposed Policy Changes - See the wording in the Director's 10/4/23 Report for details
 1. User Rights and Responsibilities - Mary took motion to approve the change to the User rights and responsibilities policy to include this language: "As a Library employee, staff members cannot transport patrons between the Library and other locations." Nancy moved the motion to approve this new policy, and Rob seconded it. Unanimously approved by Settle-Murphy, Brolin, Paravasth, and McNeece.
 2. Decertified Library circulation proposed policy as detailed in the 10/4/23 Director's report: Rob moved the motion to approve this policy, and Sunitha seconded the motion. Unanimously approved by Settle-Murphy, Brolin, Paravasth, and McNeece.
 3. Buildings & Grounds (See Director's 10/4/23 report for details regarding all of the

following items)

- a) The a toilet in the women's bathroom is flushing continuously
 4. Staff (See Director's 10/4/23 report for details)
 - a) Beloved volunteer Ann Doughty passed away at the age of 85. She will be missed greatly.
 5. Events (See Director's 10/4/23 report for details)
 - a) Diwali Fest is planned for this Sunday, October 8
 - b) Preparation for Spooky Story Walk is well underway
 6. Collection development (See Director's 10/4/23 report for details)
 - a) Continuing to clean out our collection, improving the overall quality and relevance of our selection
 7. Museum passes, event calendar and library of things software (See Director's 10/4/23 report for details)
 - a) The Library has decided to switch software providers for museum passes and event calendars from Plymouth Rocket to Assabet Interactive, which is also a local provider. Plymouth Rocket is time-consuming and onerous to use, based on old technology. Assabet can also handle the cataloging and ordering from the Library of Things, for an additional cost.
 8. Future discussions: Stefura Associates will be presenting their proposed interior design plan at our next meeting.
- C. Confirm date of next few meetings
1. Wed, November 1 @ 7 PM at the Library
 2. Wednesday, December 6 at 7 PM at the Library, unless weather dictates that meeting remotely is better
- D. Townwide Water Resource Plan
1. Trustees were asked to review a proposed water resource plan. Ms. Brolin will respond that the SML Trustees, while we appreciate being asked, we have no expertise or experience that qualifies us to provide useful feedback. **[MORE TO COME]**

III. Meeting was adjourned at 7:45 PM. Motion to adjourn was moved (McNeece), seconded
Trustees Meeting Minutes October 4, 2023

(Settle-Murphy), and unanimously approved in a **Roll Call Vote**: Brolin, McNeece, Settle-Murphy and Paravasth

List of Exhibits used:

1. *SML Board of Trustees Notice of Public Meeting*
2. *2023-10-04 Director's Report.docx*

Respectfully submitted,

Nancy Settle-Murphy