

**Board of Library Trustees (BOLT)
Meeting Minutes, Thursday February 17, 2022 6:45 PM**

Conant, Chair
Julie A. Iatron, Vice Chair
Paula Flaherty, Secretary
Joseph F. DelGaudio
Mary L. Allgrove

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Members Present: Ann Marie Conant (AMC), Joseph F. DelGaudio (JFD), Julie A. Iatron (JAI), Paula Flaherty (PF), and Mary L. Allgrove (MLA)

Also Present: Sandy Emond (SE) Interim Library Director; Ronald Keohane, Chair, Board of Selectman (present until 8 p.m.)

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:45 p.m.

Comments from the Public

- Ron Keohane, Chair, Board of Selectman attended the meeting. AMC reviewed the October-December 2021 Quarterly Update with Mr. Keohane. Mr. Keohane updated the Trustees on Town matters. Mr. Keohane left the meeting at 8 p.m.

Minutes Review

- The minutes for the January 20, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the January 20, 2022 BOLT meeting. The motion passed 5-0-0.

Correspondence

- A note, received 02/01/22 from Library volunteer Grace Ann Steed was discussed by the Trustees. The note thanked the staff and Interim Director for their quality performance and management of the Library.
- An email from Mary Rose Quinn, Massachusetts Board of Library Commissioners (02/15/22) was distributed to Trustees regarding State Aid Materials Expenditure Requirements.

Director's Report

- The Trustees reviewed and discussed the Director's Report.

Financial Report

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 02/16/22; as well as the Town of Tyngsborough Department FY22 Expenditure Report from 7/01/2021 to 06/30/2022, printed 02/17/22.
- The town is moving to a MUNIS reporting system. Trustees reviewed the MUNIS report printed 02/17/22.

Review of Bills

- The Trustees reviewed and discussed all Library bills that have been paid since the January 2022 BOLT meeting.

Circulation Report

- A Circulation Report was not reviewed at this meeting.

Old Business

• Review of Subcommittees:

Finance & Budget – Ann Marie Conant
 Personnel – Mary L. Allgrove
 Legal – Joseph F. DelGaudio

Policy – Paula Flaherty
 Long Range Planning – Julie A. Iatron
 Preservation – Vacant

- **Library Director Position:** Newly hired Library Director Kathryn Growney will begin at 8:30 a.m. Tuesday February 22, 2022. AMC and JAI will be at the Library.
- **Approve new budget final figure:** A motion was made by JAI and seconded by MLA to approve the submitted FY23 Library budget of \$441,723. The motion passed 5-0-0. The budget and narrative were distributed to the Trustees.
- **Summer 2022 – Fridays:** This topic was deferred until a later date.
- **2022 Summer Schedule:** This topic was deferred until a later date.
- **Staffing update:** Staffing was discussed. There is expected be a staff absence beginning 03/31/22.
- **Artwork assessment update:** An update document was distributed and discussed. Next steps are to receive the restoration assessment from Treflers (PF) and arrange for an insurance appraisal (PF).
- **Special Collections Room update** An update document was distributed and discussed. Next steps are:
 - Distribute to Trustees (PF):
 - Northeast Document Conservation Center(NEDCC) Assessment Report of the Special Collections Room (SCR) and its contents (Frances Harrell), April 27, 2017 (via email due to length)
 - Five-year Preservation Long Range Plan (copy)
 - Special Collections Room Policy (copy)
 - (SE) Record an electronic inventory of material stored on the center table in the Special Collections Room; (PF) Store in plastic bin
 - (PF) Store CDs and VHS tapes that are in cardboard boxes on floor in bins
 - (JFD) NYTimes microfilm and 2 cabinets: Determine if and how discard, (were a free donation to the Library from the U of Lowell per C.Bacon); Discard
 - (PF) Meet with Elyse 02/26/22, continue to process, focus on papers with Charlene to get into folders then boxes to be off of shelves; may need to order folders
 - (JFD) Town Reports bound to free up shelf space. Bindery info per Carol Bacon
 - (AMC) manage documents in file relating to building project, 20 yrs retain

New Business

- **Trustee Search:** JFD/AMC are continuing search
- **Prepare Trustees Annual Report:** SE and AMC have completed the report to be sent in next week.
- **Quarterly Report:** The October-December 2021 Quarterly Update was reviewed earlier in the meeting. Thank you to SE for the preparation of the report.
- **Renew MLTA membership:** A motion was made by JAI and seconded by MLA to approve \$100. from State Aid to renew MLTA membership. The motion passed 5-0-0.

- **Review of policy and procedure for challenged materials:** Trustees reviewed Section 29 of the Tyngsborough Public Library Policy Manual, "Challenged Materials", as well as Appendix A: "Citizen's Request for Reevaluation of Library Materials". SE will distribute to Library staff.
- **Designate Signatory for Bill Scheduled and Payroll:** As required by the Town of Tyngsborough Financial Policies and Procedures page 64 and approved by Board of Selectmen 6/11/18, a motion was made by JAI and seconded by MLA to appoint Kathryn Growney, Library Director, as of February 22, 2022, as designated signatory for all Tyngsborough Public Library Schedule of Bills Payable. All Trustees voted in favor of this motion. The motion passed 5-0-0.
- **Inform MBLC and MVLC of director change:** SE has notified MBLC already. She has emailed MVLC but has not heard back.
- **Plan March 3rd dinner (food preferences/limitations/allergies):** JAI will talk to everyone.
- **T-mobile bill payment from State Aid funds (for Hotspots):** A motion was made by JAI and seconded by MLA to approve \$1664.52 from State Aid to pay a T-Mobile bill for Hotspots. The motion passed 5-0-0. SE will let Sam know to pay the bill.
- **Service Awards:** Tyngsborough High School has requested to be notified of any awards by April 1, 2022. A motion was made by JAI and seconded by MLA to approve an Ethyl Keyes grant and a Trustees grant, details to be captured by SE. The motion passed 5-0-0.
- **Website addition:** A motion was made by JAI and seconded by MLA to approve a "Suggest a Purchase" website page. The motion passed 5-0-0. The Trustees asked SE to thank Thomas for his suggestion and initiative.
- **Time of meetings:** Trustees discussed means to reduce the length of the monthly BOLT meetings. JAI will poll other libraries and the topic will be added to the next BOLT meeting.
- **Masks:** Library patrons include unvaccinated children under the age of 5 and other vulnerable patrons. Trustees agreed to maintain current mask requirements in the Library. The Trustees will review this policy following changes to the CDC guidelines.

Trustees Time:

THANK YOU ! To Interim Director Sandy Emond, above and beyond !!!!! THANK YOU ! To staff member Sam, keeping us on track with financials ! To staff member Thomas for his work in setting up the Local Artist's Gallery at TPL. This gallery space at the library gives a great place for our local talented artists to display their work and is a beautiful addition to the Library. THANK YOU ! Head of Youth Services Chance, for your monthly "Dispatch from the Children's Room, Trustees Report", greatly appreciated. THANK YOU ! To staff member Lauren, excellent display of Valentine's postcard collection. To staff members Jayne and Kelly, keeping our patrons "happy and satisfied". "The Townspeople are proud of your consistent, every-day, quality performance" THANK YOU !

At 10:32. p.m. a motion was made by JFD and seconded by JAI to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 10:32 p.m.

Next meeting: The next BOLT meeting is planned for Thursday, March 31, 2022, 6:45 p.m.

Respectfully submitted, Paula Flaherty, Secretary