



**Board of Library Trustees (BOLT)**  
**Meeting Minutes, Thursday May 19, 2022 6:45 p.m.**

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

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

**Also Present:** Kathryn M. Growney, Library Director (KMG)

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:45 p.m. This meeting included remote participation of a board member. The Chair followed the Open Meeting Law regulations governing remote participation, 940 CMR 29.10.

1. At the start of the meeting, the chair must announce the name of the member or members who are participating remotely; such information must also be recorded in the meeting minutes.
2. All votes must be taken by roll call.
3. Members of the public body must be clearly audible to each other and to members of the public at all times.
4. When holding an executive session remotely, the public body must still take all required procedural steps for entering into executive session in open session. At the beginning of the executive session, each public body member participating remotely must state that no other person is present or able to hear the discussion at the remote location, unless the public body has approved the presence of that individual.

Ann Marie Conant, BOLT Chair confirmed that all members and persons anticipated on the agenda were present and could hear the audio.

- a. BOLT Members Julie A. Iatron (JAI), Paula Flaherty (PF), Mary L. Allgrove (MLA), and Joseph F. DelGaudio (JFD) responded that they were present and could hear the audio.
- b. Library Director Kathryn M. Growney(KMG), responded that she was present and could hear the audio.
- c. No additional Speakers were on the Agenda or present.

**Comments from the Public**

- No comments from the public were made at this meeting.

**Election of Officers:** Postponed until the June BOLT.

### **Minutes Review**

- The minutes for the April 28, 2022 BOLT meeting were reviewed. A motion was made by MLA and seconded by JFD to accept the minutes of the April 28, 2022 BOLT meeting. A roll call vote was made. Ann Marie Conant, Yes; Julie A. Iatron, Yes; Paula Flaherty, Yes; Joseph F. DelGaudio, Yes; Mary L. Allgrove, Yes. The motion passed 5-0-0.
- The minutes for the April 28, 2022 BOLT Executive Session were reviewed. A motion was made by MLA and seconded by JFD to accept the minutes of the April 28, 2022 BOLT Executive Session. A roll call vote was made. Ann Marie Conant, Yes; Julie A. Iatron, Yes; Paula Flaherty, Yes; Joseph F. DelGaudio, Yes; Mary L. Allgrove, Yes. The motion passed 5-0-0.

### **Correspondence**

- No correspondence was reviewed at this meeting.

### **Director's Report**

- The Trustees reviewed and discussed the Director's Report.
- Trustees reviewed the *Dispatch from the Children's Room* and the *Children's Event Calendar*.

### **Financial Report**

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 05/18/22; The Town MUNIS report was not reviewed.

### **Review of Bills**

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

### **Circulation Report**

- A Circulation Report for April 2022 was reviewed and discussed 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

- **Budget Update:** The FY23 budget passed at the annual Tyngsborough Town Meeting and included restoration of the Assistant Library Director. The position will begin in January 2023.
- **Staffing Update** The Circulation Assistant position has been posted.
- **Artwork assessment update:** The Treflers report as well as the Edward Stanley insurance appraisal of 12 pieces were reviewed by the Trustees 05/19/22.
- The Director and Trustees determined a path forward on the artwork that was assessed and reported by Treflers on February 25, 2022. The decisions are summarized below using the numbering from the Treflers report. Two of the pieces will need some discussion with Treflers as we do not want to invest in the full restoration of the frames due to cost vs value of the pieces and would like to know if there are less expensive alternatives. Once we have determined if there is anything that can be done with these two pieces, the quote will need to be modified so that the Town finance department can follow the regulations of the municipality.

### **Actions:**

- **Remove from the Trefler's quote #11**, Handwritten map from the quote for the moment, ask Edward Stanley for his recommendation on a paper conservator.
- **Keep as is in the Trefler's quote:**
  - Total \$1920. #1 Woman with Red, White and Black dress
  - Total \$1728 #3 Dr Calvin Thomas
  - Total \$2112 #4 The Ferry Landing
  - Total \$1920 #5 Robert Brinley
  - Total \$514.79 #7 The Bloody Massacre
  - Total \$1248 #8 Lucy Swan Littlefield
  - Total \$864 #9 Antique photograph in oval opening with wood frame
- **Modify in the Trefler's quote:** Remove reframing from #6 Joseph Butterfield, Clean painting, minimal repair to frame for safety cost TBD
- **Discuss alternatives with Treflers:**
  - #2 Ann Butterfield Whiting: Clean painting, Total \$1152. Can Treflers suggest an alternative to \$4224. repair to frame?
  - #10 Replace with new glass and backing, Total \$384. Can Treflers suggest an alternative to \$1728 repair to frame?
- AMC and KMG discussed insurance coverage with Colin. The artwork is covered for damage but not for theft.
- PF will contact Treflers concerning the above decisions and to rework the quote.
- AMC /KMG will discuss municipality guidelines with Colin.
- PF will contact Edward Stanley for a Fiber specialist and a Paper Conservator.
- **Special Collections Room Update:** KMG gave an update on progress. JFD proceeds with discard of the NYTimes microfilm and the binding of the Annual Town Reports. EW continues with processing. Trustees discussed FY23 funding. KMG will recommend course of action at next BOLT meeting.
- **Trustee Search:** The vacant Trustees position has been filled by Nataliya Poto.
- **Meeting Format:** The Trustees agreed that the review of bills will be delegated to a single Trustee. JFD will take this responsibility for the foreseeable future.
- **Government Email Addresses for Trustees:** This action has been completed.
- **Strategic Plan Update:** This topic was covered in the Directors report.
- The Director noted that the Tyngsborough Finance Committee would like to receive the Library Quarterly Update

### **New Business**

- **Library Director Contract:** The contract with the Library Director was signed.
- **Facilities Update:** This topic was covered in the Directors report.
- **Book Sale:** This topic was covered in the Directors report.
- **Social Worker Intern Opportunity:** The Director indicated TPL interest on a survey to MBLC.
- **Library Outreach Program:** Trustees discussed Library programming to facilitate understanding of Town of Tyngsborough services available to seniors.
- **Assistant Director Job Description:** An older job description was distributed to be reviewed by the Trustees.
- **Digital Commonwealth Membership:** The Director discussed joining Digital Commonwealth. The cost is \$200. per yr. BPL will digitize collections with a shared copyright.

### **Trustees Time:**

Julie thanks the Trustees for being flexible about her remote attendance.

All Trustees felt that the meeting this morning was very productive and are happy with decisions made.

Also noted were positive comments about the separation of the meeting from the regular BOLT meeting. As the project has continued and we have learned more about the subjects of the artwork. Joe is feeling a lot more connection than at the start of the project.

- **Next Meeting** – The next BOLT meeting is planned for Thursday, June 16, 2022, 6:45 p.m.

At 10:03 p.m. a motion was made by MLA and seconded by JFD to adjourn the BOLT meeting. A roll call vote was made. Ann Marie Conant, Yes; Julie A. Iatron, Yes; Paula Flaherty, Yes; Joseph F. DelGaudio, Yes; Mary L. Allgrove, Yes. The motion passed 5-0-0. The meeting adjourned at 10:03 p.m.

Respectfully submitted, Paula Flaherty, Secretary

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email: cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, request should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 weeks notice beyond the control of the Town.*