

**Board of Library Trustees (BOLT)
Meeting Minutes, Thursday June 16, 2022 6:45 p.m.**

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

25 Bryant Lane
Tyngsborough, MA 01879
www.tynglib.org
(978) 649-7361
FAX: (978) 649-2578

Members Present: Ann Marie Conant (AMC), Julie A. Iatron (JAI) joined at 7:13 p.m., Paula Flaherty (PF), Mary L. Allgrove (MLA), Joseph F. DelGaudio (JFD), Nataliya S. Poto (NSP)

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

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

Welcome to Nataliya !

Comments from the Public

No comments from the public were made at this meeting.

Minutes Review

- The minutes for the May 19, 2022 BOLT meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the May 19, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the May 19, 2022 BOLT a.m. meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the May 19, 2022 BOLT a.m. meeting. 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, 06/16/22; The Town MUNIS report was not reviewed. JAI joined the meeting at 7:13 p.m.

Review of Bills

- The Trustees agreed at the May 19, 2022 BOLT meeting that the review of bills will be delegated to a single Trustee. JFD will take this responsibility for the foreseeable future. JFD will be reviewing bills paid since the May 2022 BOLT meeting during the upcoming week.

Circulation Report

- A Circulation Report for May 2022 was reviewed and discussed at this meeting.

Election of Officers: Trustees elected new officers for FY23. A motion was made by JFD and seconded by MLD to accept the nominations listed below and elect the following for FY22 Trustee officers. All Trustees voted in favor of the motion, 6-0-0.

- Ann Marie Conant, Chair
- Julie A. Iatron, Vice Chair
- Paula Flaherty, Secretary

Old Business

- **Review of Subcommittees:** No subcommittee meetings were held this month.
Finance & Budget – Ann Marie Conant Policy – Paula Flaherty
Personnel – Mary L. Allgrove Long Range Planning – Julie A. Iatron
Legal – Joseph F. DelGaudio Preservation – Vacant
- **Meeting Format:** Trustees discussed alternative times for the BOLT meeting. Trustees will send KMG available times. KMG will send advance materials for the July meeting via the Library email address.
- **Budget Update:** This topic was covered in the financial report
- **Staffing Update:** A contingent offer made has been made for the Circulation Assistant position. A motion was made by JFD and seconded by MLA to support the chosen candidate for the position. All Trustees voted in favor of the motion, 6-0-0. The Board of Selectman have also voted at the 6/25/22 meeting to support the candidate.
- **Summer Reading Update:** The Summer reading program launched this week using an online software program and app, BeanStack. The program is free for the next 2 years. The Director is looking for feedback.
- **Book Sale:** This topic was covered in the Director's report.
- **Artwork assessment update:** PF and KMG Met with Kody Kirkland (Treflers) by phone 06/02/22 to discussed alternatives to the three pieces identified at the BOLT meeting of 05/19/22. Treflers made recommendations and rewrote the quote. They also quoted to hang the artwork. A motion was made by PF and seconded by JFD to move the quotes forward to the Town for next steps to follow municipality guidelines. All Trustees voted in favor of the motion, 6-0-0. KMG and AMC will bring the quotes to Colin. PF also contacted Edward Stanley for a Fiber specialist and a Paper Conservator. Edward recommended Treflers and Elizabeth Morse Paper Conservation for the map and Deirdre Windsor as a textile conservator. PF has contacted all and will continue with second quotes.
- **Special Collections Room Update:** KMG gave an update on progress. Trustees discussed FY23 funding. KMG will recommend course of action at next BOLT meeting. JFD has discarded the NYTimes microfilm. A motion was made by JFD and seconded by MLA to dispose of the four empty cabinets in the Special Collections room. All Trustees voted in favor of the motion, 6-0-0. JFD is continuing with the binding of the Annual Town Reports.
- **Meeting Format:** KMG will send advance materials for the July meeting via the Library email address. One copy of the meeting materials will be printed.

- **Strategic Plan Update:** The proposal was distributed to Trustees. A motion was made by JFD and seconded by MLA to move forward with SAGE consulting and the Strategic Plan as proposed. All Trustees voted in favor of the motion, 6-0-0.
- **Library Director Contract:** The Directors contract was signed by NSP. All Trustees have signed the FY23 contract.
- **Library Outreach Program:** AMC has proposed Library outreach programing for Seniors. The programming has no immediate rush and will be discussed at a later date.
- **Assistant Director Job Description:** KMG is continuing to revise the job description.

New Business

- **Review Job Descriptions:** All job descriptions have recently been updated with the exception of the Assistant Director position which is in rewrite at this time.
- **Appoint Director Signatory for Bills: 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 MLA and seconded by JFD to appoint Kathryn M. Growney, Library Director and Department Head, as the designated signatory for all Tyngsborough Public Library Schedule of Bills Payable and Library payroll. The motion passed 6-0-0.
- **Teen programing:** Trustees and the Director discussed Teen programming. The upcoming Strategic Plan will survey Teens.

Trustees Time:

Julie noted that the Library table at the end of the year BBQ at TES had a line !!!! She also noted that the quality and professionalism of PR materials has greatly is improved, including QR codes and clean graphics. The creation of the materials is really nice. Thank you to the Staff.

Ann thanks all Trustees for accepting new board positions.

It was noted multiple times that the Staff is very pleasant and smiling as patrons come into the Library. Thank you for making TPL such a welcoming and cheerful place.

Derrick also likes the new signage in the video game area!

Next Meeting – The next BOLT meeting is planned for Thursday, July 12, 2022, 6:45 p.m.

At 9:21 p.m. a motion was made by MLA and seconded by JFD to adjourn the BOLT meeting. The motion passed 6-0-0. The meeting adjourned at 9:21 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.



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Board of Library Trustees Meeting
Tyngsborough Public Library

Thursday, June 16, 2022 6:45 PM
Location: Library

AGENDA

Comments from the Public

Election of Officers

Minutes Review

Correspondence

Director's Report

Financial Report

Review of Bills

Circulation Report

Old Business

Review of Subcommittees:

Finance & Budget – Ann Conant
Personnel – Mary Allgrove
Legal – Joseph DelGaudio

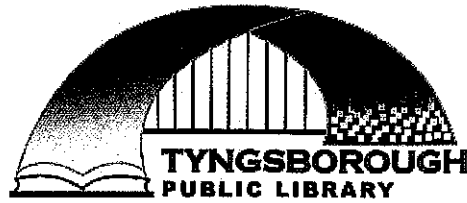
Policy – Paula Flaherty
Long Range Planning – Julie Iatron
Preservation – vacant

Budget Update
Staffing Update
Summer Reading Update
Book Sale
Artwork Assessment Update
Special Collections Room Update
Meeting Format
Strategic Plan Update
Library Director Contract
Library Outreach Program
Assistant Director Job Description

New Business

Review Job Descriptions
Appoint Director Signatory for Bills
Trustees Time

Next Meeting – Thursday, July 21 2022, 6:45 PM



Library Director's Report

16 June 2022

Friends of the Library

- The Friends Book Sale went well. The number of books received was down and so the amount raised was below average as well (about \$2700). Thank you to the Friends and all the volunteers who made the book sale possible. Also thank you to the Highway Department, Sportsman Club and Boy Scouts for all of their assistance.

Programs

<u>Program Statistics</u>			
May 2022 Programs	Target Group	# Programs	Attendance
Regular*	A	4	16
	YA		
	CH	15	235
Special Events	A	2	9
	YA	1	8
	CH		
	Total	22	268
Key A=Adult YA=Teen CH=Children AA=All Ages			
*Weekly, biweekly and monthly regularly scheduled programs			

Staffing

- The part-time Circulation Assistant position has been filled with a start date of June 25, 2022.
- The old Assistant Library Director job description has been reviewed and updated.
- The Town has moved timesheet submission from the Google Drive to MUNIS as of this week's payroll (June 16). There are discrepancies in what is submitted and what is being shown in payroll that is being worked on. For example, the Library Director worked 81 hours during the last pay period, but only 76 hours are showing.

Collections

- The Library Director and Trustee Paula Flaherty held a conference call with Trefler's to review their estimate. Trefler's followed-up with sending a revised quote for the Trustee's review.

Technology

- Access to wireless printing is no longer functioning. IT has expressed concerns over security issues of this service. It is an important service offered by other MVLC libraries so I am researching solutions that will balance the needs of IT security and patrons.

Facilities

- The backordered furniture has arrived from Jordan's and the Town is working through the process of removing the old furniture.
- A row of lights over the adult fiction section went out. Facilities was notified and the issue was quickly repaired.

Strategic Plan

- The Library Director met with strategic planning consultant Barbara Alevras to discuss restarting the process. A quote for services has been received and will be shared with the Trustees for consideration.

Budget

- FY22 is winding down and we are on target to spend our Materials Expenditure Requirement (MER) as defined in statute and regulation MGL, c.78, s.19B; 605 CMR 4.01[5] of 16% or \$62,502.40 as required by MBLC.

Respectfully submitted by,

Kathy Gowney, Library Director

Tyngsborough Public Library Budget as of 6/16/2022

Expense Acc't	Description	FY22 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
001-610-5100-000	Library Director	\$73,895.00	57,135.69	16,759.31	22.7%	77.32%
001-610-5115-000	Salaries & Wages - Clerical	211,660.00	184,210.59	27,449.41	13.0%	87.03%
	TOTAL SALARY	\$285,555.00	241,346.28	44,208.72	15.5%	84.52%
001-610-5230-000	Water	150	117.23	32.77	21.8%	78.15%
001-610-5245-000	Repairs & Maintenance - Office Equip.	3,278	2,290.00	988.00	30.1%	69.86%
001-610-5255-000	Repairs & Maintenance - Computer Equip.	1,250	2,303.44	-1,053.44	-84.3%	184.28%
001-610-5318-000	Library Consortium	31,116	30,909.76	206.24	0.7%	99.34%
001-610-5319-000	Preservation	500	500.00	0.00	0.0%	100.00%
001-610-5340-000	Telephone	1,500	1,500.00	0.00	0.0%	100.00%
001-610-5345-000	Postage	500	2,123.81	-1,623.81	-324.8%	424.76%
001-610-5420-000	Office Supplies	5,340	2,040.66	3,299.34	61.8%	38.21%
001-610-5595-000	Books & Materials	31,964	31,944.09	19.91	0.1%	99.94%
001-610-5596-000	A/V Materials	20,687	15,286.54	5,400.46	26.1%	73.89%
001-610-5710-000	Travel	350	0.00	350.00	100.0%	0.00%
001-610-5730-000	Periodicals	5,000	4,927.22	72.78	1.5%	98.54%
001-610-5730-000	Dues/Subscriptions/Memberships	150	150.00	0.00	0.0%	100.00%
001-610-5870-000	Replacement Equipment	3,300	1,643.76	1,656.24	50.2%	49.81%
	TOTAL OPERATIONS	\$105,085.00	95,736.51	9,348.49	8.9%	91.10%
	TOTAL MUNICIPAL	\$390,640.00	337,082.79	53,557.21	13.7%	86.29%
500-610-3280-651	Mary Bennet Fund	83,330.65	\$ -	83,330.65		
500-610-5700-652	Lucy Littlefield Fund	157,784.15	\$ -	157,784.15		
500-610-5400-653	Fred Blanchard Fund	70,691.34	11,722.94	58,968.40		
500-610-3280-654	Polly Bennett Fund	1,495.29	\$ -	1,495.29		
500-610-3280-655	Mary F. Bridges Fund	482.20	\$ -	482.20		
500-610-3280-656	Anna F. Elliot Fund	5,026.01	\$ -	5,026.01		
500-610-3280-657	Bessie Norris Fund	2,539.61	\$ -	2,539.61		
500-610-3280-658	Lucy A. Parks Fund	1,026.29	\$ -	1,026.29		
500-610-3280-659	Edgar Perham Fund	9,252.98	\$ -	9,252.98		
500-610-3280-660	Richmond Fund	5,087.65	\$ -	5,087.65		
500-610-3280-661	Maude Coburn Fund	1,549.06	\$ -	1,549.06		
500-610-5700-662	Ethel Keyes Fund	618.39	\$ 75.00	543.39		
	TOTAL TRUST FUND	\$338,883.62	11,797.94	327,085.68		
250-610-3520-611	Library State Aid	77,465.13	14,351.42	63,113.71		
250-610-3850-615	Replacement Donations Fund	1,917.01	(778.14)	2,695.15		
250-610-3850-616	Library Donations	31,111.32	(607.37)	31,718.69		
250-610-3580-617	TCC Library Grant	-	-	-		
	TOTAL MISC. INCOME	\$110,493.46	12,965.91	97,527.55		

61.5% of FY22 remaining

Special Accounts - FY22 Projected Spending

ANNUAL Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Programs	6,500.00	5,197.38	1,302.62
State Aid	Books & Materials	14,800.00	-	14,800.00
Donations	Garden Maintenance	1,000.00	489.40	510.60
State Aid	Marketing	3,000.00	730.00	2,270.00
State Aid	Other - annual	4,995.00	5,595.00	-600.00
Donations	Museum Passes	2,000.00	660.00	1,340.00
Total		32,295.00	12,671.78	19,623.22
MULTI-YEAR Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Special Collections Project PTD*	8,000.00	7,916.32	83.68
State Aid	Strategic Planning Consultant	4,900.00	2,154.46	2,745.54
Total		12,900.00	10,070.78	2,829.12

** Project began FY21

* Project began FY17

PTD=Project to date

Special Accounts: May 19 - June 15 Projects & Operational Expenses

Account	Expense	Amount \$
State Aid	Special Collections Project*	232.50
State Aid	Other	1,089.40
State Aid	Programs	350.00
State Aid	Furnishings	
Donations	Furnishings	
Fred Blanchard Trust	Furnishings	

Elyse Wolf
Garden+Plymouth Rocket
Rockaby Beats

Tyngsborough Public Library
Trustees Report for June 16, 2022

May dispatch from the Children's Room:

News:

- We welcomed one new teen volunteer to the Children's Room.
- Four of our teen volunteers will be away for the summer, but should return in the fall. We thank Stephanie, Esther, Vaishnavi, and Melissa for their time!
- The first group of Kindergarten children visited and received 42 new library cards.
- Our annual Summer Reading challenge is scheduled to begin on June 15th. Pre-registration has already begun. We have multiple generous donors for prizes, who are thanked on our brochure.
- A painted turtle laid eggs near the garden. They could hatch anywhere from July to September.

Programming:

- We hosted a youth non-profit called the Embrace You Project for a mindful storytime
- We hosted Laura Campagna from Campagna Astrology for a Tween/Teen (and adult) Tarot Card program.
- For June, we will host Wildlife Encounters and Marcos Valles from Rockabye Beats.
- Community Storytime will begin on Wednesdays starting June 15 and run weekly through mid-August.
- 14 on-site programs were held with 220 participants.
- TPL was chosen for a visit from the Bruins Mascot, Blades, and the First Lady of the Commonwealth, Lauren Baker. The date is tentatively set for Thursday 7/28. Time TBD.

Outreach:

- 1 off-site program was held with 23 participants (Creative Minds)
- Chance Lee will visit TES end-of-year BBQ on June 9th to promote summer reading and do library card sign-ups.
- Chance Lee will visit IACS end-of-year BBQ on June 16th to promote summer reading and library services.

Collection:

- 84 youth items and around 143 YA items were purchased for the collection in May.
- Multiple sets of new non-fiction books were purchased from World Book for the children's collection with funds from the Friends of the Library.

Respectfully submitted,
Chance Lee Joyner, Head of Youth Services
June 4, 2022

May 2022

Total Circulation

TPL* 5,231

Chg FY21-FY22 80.6%

* Items checked out/renewed out at TPL.

MVLC 364,679

Chg FY21-FY22 30.5%

OverDrive

TPL 1,109

Chg FY21-FY22 6.6%

MVLC Ave. 1,681

Chg FY21-FY22 4.0%

Patron Count

Visits 3,274

No. patrons 3,274

Chg FY21-FY22

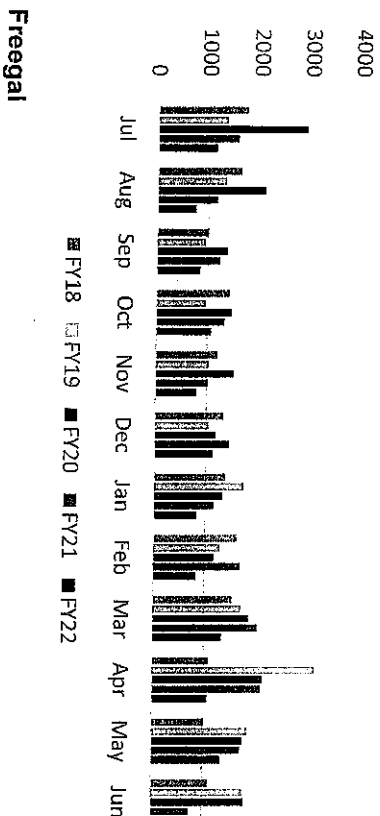
YTD Total 30,387

Chg FY21-FY22 851.0%

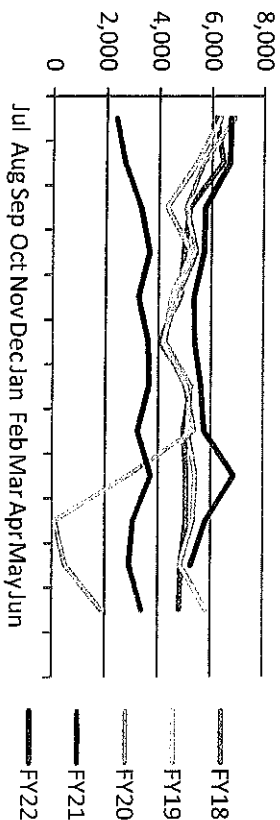
Museum passes

42

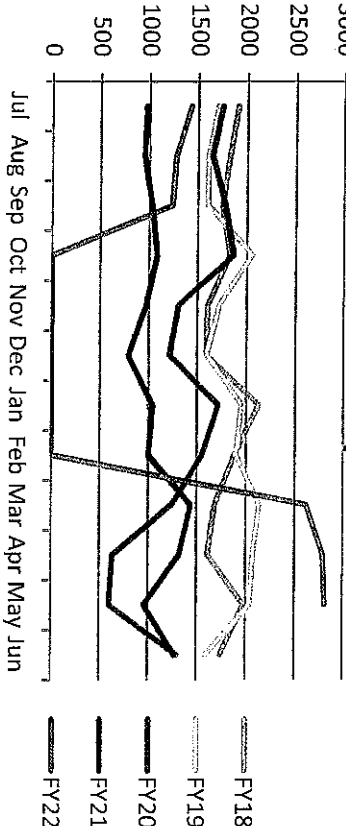
Freegal Songs Downloaded/Streamed



Total Circulation



Website - Unique Visitors



Database Usage: Gale - Sessions

