



Board of Library Trustees (BOLT)
Meeting Minutes, Tuesday September 20, 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: Julie A. Iatron (JAI), Mary L. Allgrove (MLA), Joseph F. DelGaudio (JFD), Nataliya S. Poto (NSP)

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

Julie A. Iatron, Vice Chair called the meeting to order at 6:47 p.m.

Comments from the Public

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

Minutes Review

- The minutes for the July 12, 2022 and July 28, 2022 BOLT meetings were reviewed. A motion was made by MLA and seconded by NSP to accept the minutes of the July 12, 2022 and July 28, 2022 BOLT meetings. The motion passed 4-0-0.

Correspondence

- No correspondence was reviewed at this meeting.

Director's Report

- The Trustees reviewed the Director's Report this month.
- Trustees reviewed the *Dispatch from the Children's Room*.

Circulation Report

- A Circulation Report for July and August 2022 were reviewed and discussed at this meeting.

Financial Report

- The Trustees reviewed and discussed the Director's FY22 Financial Report and the Town MUNIS dated 09/15/22.

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 has reviewed bills paid through this BOLT meeting.

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
- **Budget Update:** In Process
- **Staffing Update:** An offer was made by KMG and the candidate was discussed. A motion was made by MLA and seconded by NSP to support the Director’s candidate with a vote of 4-0-0. The candidate nomination will go before the Board of Selectmen for final approval.
- **Artwork Assessment Update:** Deferred
- **Special Collections Room Update:** Effort has resumed on cataloging materials.
- **Strategic Plan Update:** KMG is working with the consultant. This effort was postponed due to COVID.
- **Assistant Director Job Description:** Trustees are reviewing the proposed job description by KMG.
- **Meeting Schedule:** BOLT meeting will be held on the 3rd Tuesday of the month instead of the 3rd Thursday. The library’s website will be changed accordingly.
- **Director Evaluation:** Stakeholder Interviews were assigned and are progressing.

New Business

- **Begin FY24 Budget Discussion:** In process
- **Circulation Policy Change Request:** KMG and Library staff evaluated the lending policies and made the following recommendations considering both supporting our patrons and protecting the Library: Increase the number of Video Games permitted to be checked out from 1 to 5 and to allow Video Games to circulate to the Consortium. A motion to allow these changes was made by MLA and seconded by NSP with a vote of 4-0-0. Software and Policy Manual changes will be made for these changes.
- **Quote for Library Carts/Bins:** To prepare for carpet replacement and painting in the Special Collections Room, KMG is collecting quotes to rent carts/bins to remove all materials.
- **Quote of Online Registration System:** Staff is evaluating several online registration systems that will allow patrons to sign up online for programs, etc. Staff will enter this information for patrons, if requested.
- **Artwork Hanging Placement:** Trustees will be reviewing areas where the refurbished artwork may be hung. Recommendations will be made at a future meeting.
- **Holiday Schedule:** The holiday schedule as proposed by KMG was reviewed. A motion was made by MLA and seconded by NSP to approve the Director’s proposal with the caveat to coordinate early closing on the Wednesday before Thanksgiving Day with the Town offices. The motion was passed with a vote of 4-0-0.
- **State Aid Funds - Annual Budget:** In process
- **Artwork Return:** A request to return loaned artwork was received from J Jacoppi. Trustees agreed that this is appropriate and a letter by KMG will accompany its return.
- **Trustees Time:**
 - Trustees were happy to have all BOLT meeting documents online for review prior to the meeting - less paper is being used at the meetings as a result and time shortened.
 - Trustees like the new display of the log cross section which was previously stored in the special Collections Room.

Next Meeting – The next BOLT meeting is planned for Tuesday, October 18, 2022, 6:45 p.m.

A motion was made by MLA and seconded by NSP to adjourn the BOLT meeting; the motion passed 4-0-0. The meeting adjourned at 8:40 p.m.

Respectfully submitted, Joseph DelGaudio, Secretary *pro tem*

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

Tuesday, September 20, 2022 6:45 PM
Location: Library

AGENDA

Comments from the Public

Minutes Review

Correspondence

Director's Report

Financial Report

Circulation Report

Old Business

Review of Subcommittees:

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

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

Budget Update
Staffing Update
Artwork Assessment Update
Special Collections Room Update
Strategic Plan Update
Assistant Director Job Description
Meeting Schedule
Director Evaluation – Stakeholder Interviews August/September

New Business

Begin FY24 Budget Discussion
Circulation Policy Change Request
Quote for Library Carts/Bins
Quote of Online Registration System
Artwork Hanging Placement
Holiday Schedule
State Aid Funds – Annual Budget
Trustees Time

Next Meeting – Tuesday, October 18 2022, 6:45 PM

RECEIVED
2022 SEP 15 PM 1:43
TOWN CLERK
TYNGSBOROUGH, MA

09/15/2022 11:45
Kgrowney

Town of Tyngsborough
FY23 YEAR-TO-DATE BUDGET REPORT

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gtycbbud

FOR 2023 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01610100 PAYROLL							
511020 DEPARTMENT HEAD	77,250	0	77,250	13,941.53	.00	63,308.47	18.0%
511030 ASSISTANT	24,000	0	24,000	.00	.00	24,000.00	.0%
511530 SECRETARY	231,131	0	231,131	42,904.72	.00	188,226.28	18.6%
515010 HOLIDAY PAY	0	0	0	906.58	.00	-906.58	100.0%
TOTAL PAYROLL	332,381	0	332,381	57,752.83	.00	274,628.17	17.4%
01610200 EXPENSES	332,381	0	332,381	57,752.83	.00	274,628.17	17.4%

523010 WATER	150	0	150	12.87	.00	137.13	8.6%
524085 REPAIRS & SERVICES	2,803	0	2,803	398.00	.00	2,405.00	14.2%
530920 CONTRACTED SERVICES	33,978	0	33,978	33,220.00	.00	758.00	97.8%
534010 POSTAGE	500	0	500	42.71	.00	457.29	8.5%
538040 RECORDS PRESERVATION	1,500	0	1,500	202.28	.00	1,297.72	13.5%
542010 OFFICE SUPPLIES	500	0	500	.00	.00	500.00	.0%
542080 OFFICE EQUIPMENT	5,340	0	5,340	2,117.64	.00	3,222.36	39.7%
542085 RPR & MAINT - COMPUTER EQUIP	3,300	0	3,300	.00	.00	3,300.00	.0%
555015 BOOKS & SUBSCRIPTIONS	2,270	0	2,270	.00	.00	2,270.00	.0%
555020 PERIODICALS & NEWSPAPERS	31,964	0	31,964	10,242.65	.00	21,721.35	32.0%
555025 LIB PERIODICALS	21,537	0	21,537	1,625.26	.00	19,911.74	7.5%
571010 TRAVEL - MILEAGE	5,000	0	5,000	602.95	.00	4,397.05	12.1%
573010 DUES AND MEMBERSHIPS	350	0	350	.00	.00	350.00	.0%
TOTAL EXPENSES	109,342	0	109,342	48,464.36	.00	60,877.64	44.3%
TOTAL EXPENSES	109,342	0	109,342	48,464.36	.00	60,877.64	44.3%
GRAND TOTAL	441,723	0	441,723	106,217.19	.00	335,505.81	24.0%

** END OF REPORT - Generated by Kathryn Growney **

Tyngsborough Public Library Budget as of 9/16/2022

Expense Acc't	Description	FY23 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
01610100 511020	Library Director	\$77,250.00	14,235.63	63,014.37	81.6%	18.43%
01610100 511030	Salary - Asst. Lib. Director	\$24,000.00				
0100 511530	Salaries & Wages - Clerical	\$231,131.00				
	Lib. Sub. Hours - within Clerical above		0.00	0.00	0.0%	100.00%
	TOTAL SALARY	\$332,381.00	14,235.63	63,014.37	82.6%	17.37%
01610200 523010	Water	150	21.45	128.55	85.7%	14.30%
01610200 524085	Repairs & Maintenance - Office Equip	2,803	819.01	1,983.99	70.8%	29.22%
01610200 530920	Professional & Automated Services	33,978	33,220.00	758.00	2.2%	97.77%
01610200 534010	Postage	500	29.81	470.19	94.0%	5.96%
01610200 542085	Repairs & Maintenance - Computer Equip	2,270	0.00	2,270.00	100.0%	0.00%
01610200 534020	Telephone	1,500	0.00	1,500.00	100.0%	0.00%
01610200 538040	Preservation	500	29.81	470.19	94.0%	5.96%
01610200 542010	Office Supplies	5,340	1,547.74	3,792.26	71.0%	28.98%
01610200 555015	Books & Materials	31,964	10,299.95	21,664.05	67.8%	32.22%
01610200 555020	AV Materials	21,537	2,929.71	18,607.29	86.4%	13.60%
01610200 542080	Replacement Equipment	3,300	0.00	3,300.00	100.0%	0.00%
01610200 555025	Periodicals	5,000	2,968.28	2,031.72	40.6%	59.37%
01610200 571010	Travel	350	0.00	350.00	100.0%	0.00%
01610200 573010	Dues/Subscriptions/Memberships	150	0.00	150.00	100.0%	0.00%
	TOTAL OPERATIONS	\$109,342.00	51,865.76	57,476.24	52.6%	47.41%
	TOTAL MUNICIPAL	\$441,723.00	66,101.39	120,490.61	75.2%	24.81%
500-610-3280-651	Mary Bennet Fund	83,612.75	\$ -	83,612.75		
500-610-5700-652	Lucy Littlefield Fund	158,300.82	\$ -	158,300.82		
500-610-5400-653	Fred Blanchard Fund	59,200.53	\$ -	59,200.53		
500-610-3280-654	Polly Bennett Fund	1,501.03	\$ -	1,501.03		
500-610-3280-655	Mary F. Bridges Fund	484.06	\$ -	484.06		
500-610-3280-656	Anna F. Elliot Fund	5,045.83	\$ -	5,045.83		
500-610-3280-657	Bessie Norris Fund	2,550.81	\$ -	2,550.81		
500-610-3280-658	Lucy A. Parks Fund	1,030.09	\$ -	1,030.09		
500-610-3280-659	Edgar Perham Fund	9,285.70	\$ -	9,285.70		
500-610-3280-660	Richmond Fund	5,107.10	\$ -	5,107.10		
500-610-3280-661	Maude Coburn Fund	1,554.00	\$ -	1,554.00		
500-610-5700-662	Ethel Keyes Fund	545.61	\$ -	545.61		
	TOTAL TRUST FUND	\$328,218.33	0.00	328,218.33		
280-610-3520-611	Library State Aid	69,410.59	4,880.90	64,529.69	93.0%	
280-610-3850-615	Replacement Donations Fund	2,668.64	416.99	2,251.65	84.4%	
280-610-3850-616	Library Donations	33,336.54	9,676.49	23,660.05	71.0%	
280-610-3580-617	TCC Library Grant					
	TOTAL MISC. INCOME	\$105,415.77	14,974.38	90,441.39		

61.5% of FY22 remaining

Special Accounts - FY23 Projected Spending

ANNUAL Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Programs	6,500.00	1,015.83	5,484.17
State Aid	Books & Materials	9,560.00	2,028.01	7,531.99
Donations	Garden Maintenance	1,000.00	-	1,000.00
State Aid	Marketing	3,300.00	250.00	3,050.00
State Aid	Other - annual	6,200.00	728.13	5,471.87
Donations	Museum Passes	2,000.00	230.00	1,770.00
	Total	28,560.00	4,251.97	24,308.03
MULTI-YEAR Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Special Collections Project PTD*	9,000.00	7,916.32	1,083.68
State Aid	Strategic Planning Consultant	5,040.00	1,260.00	3,780.00
	Total	14,040.00	9,176.32	4,863.68

September 2022 Director's Report

Open Meeting Law Update: "On July 16, 2022, Governor Baker signed into Law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings." Office of the Attorney General

I attended the MVLC New Director Training on 14 July 2022. A new tool kit has been created by MVLC for Directors. It was recommended to belong to PLA as well as ALA.

The Town Hall and Library Building had a new roof installed over the summer.

The broken window in the Children's Room will be repaired in the next couple of months. The quote is for \$750.

The Summer Reading Program was a big success (see Youth Services Report). Tyngsborough was selected to have a visit by the Bruins mascot, Blades, and First Lady of the Commonwealth.

Treffler's picked up the artwork selected for repair and/or restoration on August 16, 2022.

The old library armchairs have all gone to new homes, thanks to Town Hall and the Highway Department (thank you Colin and Shaun) for making this happen.

The VIA Annuals and Annual Town Reports are in que to be digitized for free by the Digital Commonwealth. Due to the pandemic, there is an estimated 2-3 year backlog.

The state ARIS report has been submitted. I am now working on the State Aid/Financial Report which is due on 7 October 2022.

Special Accounts - FY23 Projected Spending

ANNUAL Projects Account	Project	Amount	Exp/(Cred) YTD/PTD	Remaining \$
State Aid	Programs	6,500.00	-	-
State Aid	Books & Materials	9,560.00	-	-
Donations	Garden Maintenance	1,000.00	-	-
State Aid	Marketing	3,300.00	-	-
State Aid	Other - annual	6,200.00	-	0.00
Donations	Museum Passes	2,000.00	-	-

	Total	28,560.00		
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MULTI-Y EAR Projects Account	Project	Amount	Exp/(Cred) YTD/PTD	Remaining \$
State Aid	Special Collections Project PTD*	9,000.00	7916.32	1083.68
State Aid	Strategic Planning Consultant	5,040.00	1,260.00	3,790.00
	Total	6040.00		

We received the plexiglass enclosure for the tree cross section on September 14. The piece of wood is now on display in the library under the rotating art show.

I toured the Littlefield Library with the Town Administrator, Assistant Town Administrator and the Chair of the Historical Commission.

Our part-time circulation position was posted and the top candidates were interviewed by the director and the staff.

Programs

July 2022 Programs	Target Group	# Programs	Attendance
	A	11	41
	YA	0	0
	CH	15	400
Total		26	441

Aug 2022 Programs	Target Group	# Programs	Attendance
	A	6	8
	YA	1	2
	CH	18	365
Block Party	General	2	669
Total		27	1044

Respectfully submitted by,

Kathy Growney, Library Director

August 2022

Symphony Circulation	TPL*	MVLC
	7,283	474,838
Chg FY22-FY23	9.0%	8.0%

* Items checked out/renewed out at TPL

OverDrive	TPL	MVLC Ave
	33%	88%
Chg FY22-FY23	3.3%	0.3%

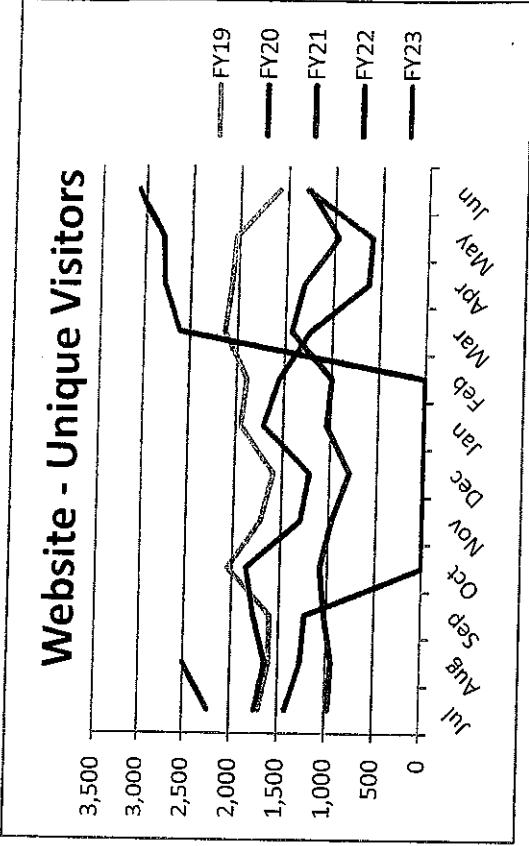
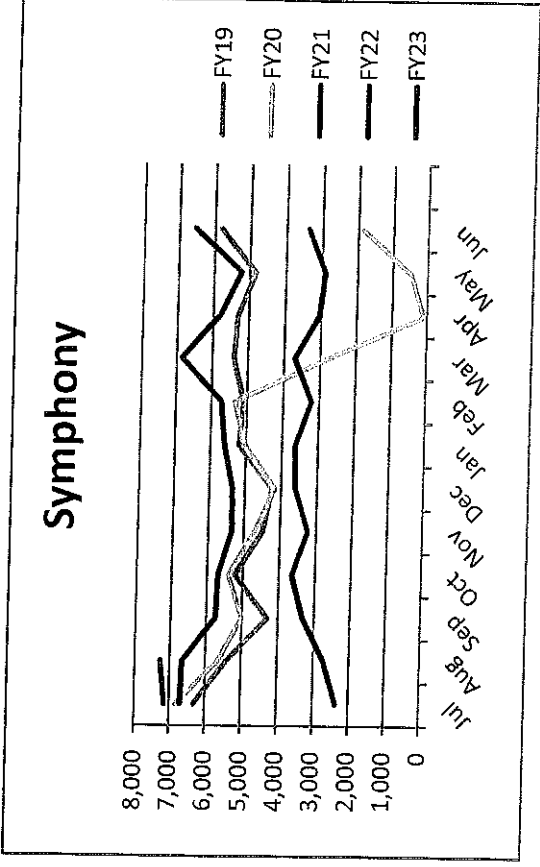
hoopla	TPL
	68
Chg FY22-FY23	178.0%

Combined Circulation	(Symphony OverDrive Hoopla Freegal)
	9,317

Museum passes	Visits	FY23 Total
	91	288

Freegal	Songs	FY23 Total
Downloaded & Streamed	787	1,776
Chg FY22-FY23	410%	

Patron Count	Visits	FY23 Total
No. patrons	3,913	7,304
Chg FY22-FY23	70.5%	36.4%



Tyngsborough Public Library
Trustees Report for September 20, 2022
July/August dispatch from the Children's Room:

News:

- We welcomed five new teen volunteers to the Children's Room.
- Blades and Mrs. Baker visited the library.
- We hatched and cared for six chicks from eggs as part of Rent the Chicken dot com's Hatch the Chicken program.
- The Tyngsborough Teen Advisory Board (TyngTAB) held a pre-meeting in July with the hopes of scheduling regular meetings in the fall .
- Kelly J. and Mr. C talked with 586 people at the Tyngsborough Block Party on 8/27.
- Chance met with Shannon Morocco at Innovation Academy (IACS) regarding an intern for the fall. Pankti Bhagat, IACS senior, will start in September. She will help with marketing and social media.

Summer Reading:

- Total number of Summer Reading registrants across all ages (230):
 - o Kindergarten and younger: 31
 - o Grades 1-5: 97
 - o Grades 6-12: 48
 - o Adults: 54
- We exceeded our community goal of 4000 days by reading 5215 days across all ages.
- Summer Reading concluded on 8/19 with a celebration featuring Bubbles McGee and ice cream donated by Sullivan Farms of Tyngsborough and Mike's Ice Cream stand of Dracut. 83 attendees enjoyed bubbles and treats.

Programming:

- 27 on-site programs were held with 666 total participants.
- The FRN playgroup began on August 31.

Outreach:

- 8 off-site programs were held with 184 participants.
 - o In addition to Creative Minds, Mr. C visited Amazing Minds, Little Angels, and The Learning Experience.

Collection:

- 156 items were purchased for the children's collection.
- 71 YA items were purchased for the collection.

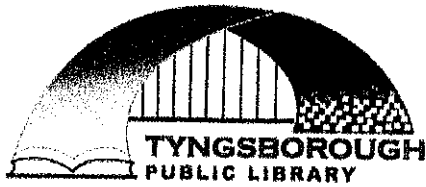
Respectfully submitted,
Chance Lee Joyner, Head of Youth Services
September 6, 2022

Table of Loan Periods and Limits

FORMAT	Loan Periods	How Many?	Fines?	Fine Amount	Renewable?	# Renewals	Holdable? Y or N	Holdable Local residents only? Y or N	Local Pickup only? Y or N
Books	3 Weeks	Unlimited	No		Yes	2	Y	N	N
Audiobooks	3 Weeks	Unlimited	No		Yes	1	Y	N	N
Nook e-reader	3 Weeks	1	Yes	\$2/day, \$10 max	No	0	Y	N	N
Playaways	3 Weeks	Unlimited	No		Yes	1	Y	N	Y
Launchpads	1 Week	1	No		No				
Music CDs	3 Weeks	25	No		Yes	1	Y		
New DVDs	1 Week	10	Yes	\$1/day, \$5 max	No	0	Y	N	N
Movies, TV series DVDs and Non-Fiction DVDs	1 Week	10	No		Yes	1	Y	N	N
Binge Boxes	1 Week	1	No		No	0	Y	N	N
Video Games	1 Week	1	Yes	\$2/day, \$10 max	No	0	Y	N	N
Magazines	1 Week	Unlimited	No		Yes		Y	N	Y
Museum, event & venue passes*	*	1 per day	Yes		No	NA	Y	N	Y
Ebooks & other Downloadable/Streaming Content*	*								
Book Club Kits	6 Weeks	1	No		No	0	Y	N	N

For telescope, wifi hotspots, Roku streaming devices, and other nontraditional items, see the *Library of Things* list

* Varies by vendor, museum or organization -- see specific service for access



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MEMO

TO: Board of Library Trustees
From: Kathy Growney, Library Director
Date: September 15, 2022
RE: 2023 Holiday Closings Recommendation:

New Year's Day: (observed) January 2, Monday
Martin Luther King, Jr. Day: January 16, Monday
President's Day: February 20, Monday
Patriot's Day: April 17, Monday
Memorial Day: May 29, Monday
Juneteenth: June 19, Monday
Independence Day: July 4, Tuesday
Labor Day: September 4, Monday
Columbus Day: October 9, Monday
Early closing for Thanksgiving: November 22, Wednesday
Thanksgiving Day: November 23, Thursday
Christmas Day: December 25, Monday