



**Board of Library Trustees (BOLT)**  
**Meeting Minutes, Tuesday JANUARY 17, 2023 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); Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Mary L. Allgrove (MLA)

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

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

**Comments from the Public**

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

Trustees discussed the Meeting Room, Programming and Publicity in the Library policies. The Director will review the policies and propose modifications at the next meeting. Trustees are encouraged to read the Meeting Room policy of the Pollard Memorial Library, Lowell MA.

**Minutes Review**

- The minutes for the December 15, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the December 15, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the December 15, 2022 Executive Session were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the December 15, 2022 Executive Session. The motion passed 5-0-0.
- The minutes for the Finance Subcommittee meetings of December 14, 2022 and January 17, 2023 were reviewed. A motion was made by AMC and seconded by MLA to accept the minutes of the Finance Subcommittee meetings of December 14, 2022 and January 17, 2023. The motion passed 5-0-0.

**Correspondence**

- The Director distributed information on the MBLC Legislative Agenda, FY2024.

**Director's Report**

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

**Financial Report**

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 01/11/23, as well as the Town MUNIS dated 01/11/23.

### Circulation Report

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

### 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 since the November 2022 BOLT meeting.

### Old Business

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

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

- **Assistant Director Update:** A motion was made by JAI and seconded by MLA to support the Director's appointment of Chance Lee Joyner to the position of Assistant Director. The motion passed 5-0-0.
- **FY24 Budget Discussion:** A motion was made by JAI and seconded by MLA to accept the budget as presented, totaling \$473,840. The motion passed 5-0-0.
- **Strategic Plan Update:** The next meetings are planned for Jan 18 6-7:30 p.m.; and Jun 14 6-7:30 p.m. A survey is on line and on paper. The Young Adult survey is planned for February.
- **Artwork Hanging Placement:** Trustees discussed placement of the artwork. The artwork will be returning to the Library January 20 at 10 a.m.
- **Artwork Reception:** Trustees discussed an Artwork Reception to be held February 13 from 4-7 with a snow date of February 15.
- **Reminder to pull papers for re-election AMC and JFD.**

### New Business:

- **Quarterly Update:** Trustees reviewed a Quarterly Update, Oct to Dec 2022.
- **Review Trustee Bylaws:** The Director will send out a copy of the Trustees Bylaws to be reviewed at the next BOLT meeting.
- **Review Trustees' Vision for the Library's Future:** This will be updated with the strategic plan.
- **Prepare Trustees' Annual Report:** The Director and Chair will begin a draft document.
- **Renew MLTA memberships:** The Director will renew the MLTA membership of the BOLT.
- **Scenarios for Intellectual Freedom Training: Question for Trustees:** Trustees discussed a scenario.

### Trustees Time:

Julie noted that her teens are excited and energized by the Teen Advisory Board. The Trustees thank the Director and the Chair for the preparation of the budget.

### Next Meeting:

- The next BOLT meeting is planned for Tuesday, February 21, 2023, 6:45 p.m.

At 9:52 p.m. a motion was made by JFD and seconded by MLA to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 9:52 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.*