



Board of Library Trustees (BOLT)
Meeting Minutes, Tuesday February 20, 2023 6:45 p.m.

Ann Conant, Chair	25 Bryant Lane	Marie
Julie A. Iatron, Vice Chair		Tyngsborough, MA 01879
Paula Flaherty, Secretary		www.tynglib.org
Joseph F. DelGaudio		(978) 649-7361
Mary L. Allgrove		FAX: (978) 649-2578
Nataliya S. Poto		

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. Gowney, 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.

Minutes Review

- The minutes for the January 17, 2023 BOLT meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the January 17, 2023 BOLT meeting. The motion passed 5-0-0.

Correspondence

- Trustees and the Director reviewed correspondence from the Tyngsborough Executive Assistant regarding submission of the 2022 Annual Report.

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 FY23 Financial Report, 02/15/23, as well as the Town MUNIS dated 02/16/23.

Circulation Report

- A Circulation Report for January 2023 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 January 2023 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

JFD had a discussion with town legal on the policy of meeting rooms. A Policy Subcommittee meeting will be held on March 1, 2023.

Old Business:

- **FY24 Budget Update:** At the January BOLT meeting a Library budget of \$473,840 was approved. The budget has since been revised to \$475,840 to cover salary and wages, clerical. A motion was made by JFD and seconded by MLA to revise the FY24 Library budget request to \$475,840. The motion passed 5-0-0.
- **Artwork Reception Review:** Trustees discussed an Artwork Reception held February 13. Also discussed was the restoration of the 1816 embroidery sampler by Museum Textile Services. A motion was made by JFD and seconded by MLA to support the expenditure of \$300. for a conservation evaluation by Museum Textile Services, Andover MA. The motion passed 5-0-0. PF will email MTS tomorrow to begin the process.
- **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.
- **Strategic Plan Update:** Documents highlighting progress were shared and discussed.
- **Review Trustee Bylaws:** The Director will send out a copy of the Trustees Bylaws to be reviewed at the next BOLT meeting.
- **Prepare Trustees' Annual Report:** The Director and Chair distributed the document to be submitted.
- **Renew MLTA memberships:** The Director will renew the MLTA membership of the BOLT.
- **CORI of Trustees:** Trustees discussed this topic and decided to follow the guidelines of the town. Elected positions are not CORI'ed.

New Business:

- **Service Awards:** A motion was made by JFD and seconded by MLA to approve the three recommendations for Service Awards and the amounts brought to the board by the Director. The motion passed 5-0-0.
- **Head of Youth Services Job Description Update:** The job description was reviewed and edits were suggested and captured by the Director.
- **Policy Review: Meeting Rooms, Programming, Posting:** <https://www.tynglib.org/about/policies/> : A Policy Subcommittee meeting was set up for Mar 1, 2023.
- **Library Vision and Mission Statements:** To be included in the Strategic Planning.
- **Reminder: Complete Ethics Training:** Trustees should complete by March 1.
- **Scenarios for Intellectual Freedom Training: Question for Trustees:** Trustees discussed a scenario.

Trustees Time:

Happy one year anniversary to Kathy ! 2/2/22

AMC will miss the March meeting, JFD will miss the Apr and May meetings.

Ann asks that Trustees consider a volunteer appreciation event in June and entertainment for the holiday party. Kathy may contact Shay R.

Next Meeting:

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

At 8:54 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 8:54 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.