



**Board of Library Trustees (BOLT)  
Policy Subcommittee, Wednesday March 1, 2023 2:00 p.m.**

Paula

Flaherty, Chair  
Joseph F. DelGaudio

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**Members Present:** Paula Flaherty (PF), Joseph F. DelGaudio (JFD)

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

Paula Flaherty, Policy Subcommittee Chair, called the meeting to order at 2:00 p.m.

**Comments from the Public**

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

**Discussed at this meeting were:** Meeting Room, Display and Exhibit Policies.

Analytics of meetings held in the Library were discussed. Currently there are 2 small (approx .3 people) writer's groups meeting once a week, 1 person meeting once a week for a zoom work meeting and requests once a week for meetings of 1-3 people.

Recommendations that the subcommittee discussed making to the BOLT:

1. Modify Policy Manual section 20: Meeting Room Use to include one of the following options:
  - "Due to space limitations, the Tyngsborough Public Library currently has no meeting space available to the public. The Children's Program Room may only be used for library events. The Special Collections Room Policy is covered in Section 25 of the Policy Manual."
  - "The Library is a public building for all patrons to use on a first come basis. Due to the lack of a programing/meeting room, as well as overall space constraints, there are not areas available to reserve in the Library. The Library is nonpartisan and does not endorse any group that meets there."
2. Remove the restrictions to the use of ink in the Policy Manual section 25: Special Collections Room.
3. The Director will explore options for the addition of small meeting spaces to the Library. Two were discussed, a "pod" and the enclosure of a small section of the Special Collections Room with a glass wall (as one enters on the left side to the beginning of the first window casing) which could seat 4 people.
4. The Special Collections Room will continue to be used as it currently is (no reservations, no programs, small meetings, following the SCR policy) until other options are decided upon.
5. All other areas of the Library will be deemed for Library sponsored activities only going forward. The Director will map out the Library and designate all spaces for their use.
6. Library Displays (such as in shelving areas, both enclosed and open) to be Library sponsored only.

7. Bulletin Boards/Public Displays/Entrance Way: to be Library sponsored only, note this is a change to the Children's entrance. A change to the Policy Manual will be proposed to sections 12: Publicity in the Library and 13: Displays and Exhibits.
8. Exhibit Space, Artwork Display: The Director will further investigate.

Respectfully submitted, Paula Flaherty, Chair

*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.*