



Board of Library Trustees (BOLT)
Meeting Minutes, Tuesday March 21, 2023 6:45 p.m.

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

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Marie

Members Present: Julie A. Iatron, (JAI), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Nataliya S. Poto (NSP)

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

Julie A. Iatron, BOLT Vice Chair, called the meeting to order at 6:51 p.m.

Comments from the Public

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

Minutes Review

- The minutes for the February 20, 2023 BOLT meeting were reviewed. A motion was made by JFD and seconded by NSP to accept the minutes of the February 20, 2023 BOLT meeting. The motion passed 4-0-0.
- The minutes for the March 1, 2023 BOLT Policy Subcommittee meeting were reviewed. A motion was made by JFD and seconded by NSP to accept the minutes of the March 1, 2023 BOLT Policy Subcommittee meeting. The motion passed 4-0-0.

Correspondence

- No correspondence was reviewed at this meeting.

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, 03/16/23, as well as the Town MUNIS dated 03/16/23.

Circulation Report

- A Circulation Report for February 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 February 2023 BOLT meeting. For April and May this will need to be assigned to another Trustee.

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

A Policy Subcommittee meeting will be held on March 1, 2023.

Old Business:

- **FY24 Budget Update:** The budget has been revised to \$475,840 to cover salary and wages, clerical.
- **Strategic Plan Update:** Focus groups are being conducted.
- **Service Awards:** Mr. Chance is delivering Service Awards to the schools.
- **Children’s Librarian Job Update:** The position has been internally posted.
- **Policy Review: Meeting Rooms, Programming, Posting:** <https://www.tynglib.org/about/policies/> A Policy Subcommittee meeting was held Mar 1, 2023.

A motion was made by JFD and seconded by NSP to strike the current Policy Manual Section 20: Meeting Room Use and modify to include: “Due to space limitations, the Tyngsborough Public Library currently has no public meeting space available. 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 motion passed 4-0-0.

A motion was made by JFD and seconded by NSP to remove the restriction of the use of ink from the Policy Manual Section 25: Special Collections Room. The motion passed 4-0-0.

The Exhibit area will remain as currently used. KMG will modify the internally used map of the Library to reflect these changes. KMG will also continue to 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. KMG will draft a definition of “sponsored library programs” for the next BOLT meeting.

- **Volunteer Appreciation in June:** Trustees and the Director discussed a 9 a.m. Morning Social for the 5 Volunteers and 8 Staff members. Discussed was to have pastry and coffee/tea and a small take-away gift such as the plants as in the past. Two dates were discussed, Wednesday May 24 and June 14th. June 14th was the preferred date. Possibly to be held in the garden.

New Business:

- **Library Hours During Block Party:** A motion was made by JFD and seconded by NSP to close the Library on Sat Aug 26, 2023 as the Block Party is held in the parking lot. The motion passed 4-0-0.
- **Scenarios for Intellectual Freedom Training: Question for Trustees:** Trustees discussed a scenario.

Trustees Time:

JFD will miss the Apr and May meetings.

NSP will miss the Apr meeting.

Next Meeting:

- The next BOLT meeting is planned for Tuesday, April 25, 2023, 6:45 p.m.

At 9:23 p.m. a motion was made by JFD and seconded by NSP to adjourn the BOLT meeting. The motion passed 4-0-0. The meeting adjourned at 9:23 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.