



Board of Library Trustees (BOLT)
Meeting Minutes, Tuesday April 25, 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

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Members Present: Ann Marie Conant (AMC), Julie A. Iatron (JAI), Paula Flaherty (PF), Mary L. Allgrove (MLA)

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

Ann Marie Conant, Chair, called the meeting to order at 6:55 p.m.

Comments from the Public

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

Minutes Review

- The minutes for the March 21, 2023 BOLT meeting were reviewed. A motion was made by MLA and seconded by JAI to accept the minutes of the March 21, 2023 BOLT 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 Assistant Director.

Financial Report

- The Trustees reviewed and discussed the Director's FY23 Financial Report, 04/05/23, as well as the Town MUNIS dated 04/05/23.

Circulation Report

- A Circulation Report for March 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. MLA will review April and May bills.

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

- Subcommittee Chairs will be elected at the May 23, 2023 BOLT meeting.

Old Business:

- **Special Collections:** A Conservation Report of the 1816 Sampler has been completed. A motion was made by MLA and seconded by JAI to approve funds from Library Donation for the conservation of the sampler. The motion passed 4-0-0.
- **FY 24 Budget Update:** The Director has confirmed with the Town Manager that the budget remains as submitted.
- **Strategic Plan Update:** A motion was made by MLA and seconded by JAI to approve the following Mission, Vision & Tagline:
Mission: We welcome all members of our diverse community and provide equal access to resources that transform lives.
Vision: A vital, empowering, and inclusive library that inspires and connects our community.
Tagline: Inspire, Connect, Discover.
- The motion passed 4-0-0. At the next BOLT meeting a draft of the community profile will be reviewed.
- **Children’s Librarian Position:** Interviewing is on the second round. It is expected that there will be a candidate before next board meeting.
- **Volunteer & Staff Appreciation:** There are currently 5-7 regular adult volunteers, The Director estimates approximately 12-15 attendees. KMG will prepare a list, PF will write out invitations when details are finalized. Wednesday June 14th is under discussion.
- **Holiday Party:** Wednesday Dec 6th was decided. PF will contact Shay Rudolph.
- **Policy Review: Meeting Rooms, Programming:** KMG modified the internally used map of the Library to reflect changes discussed at the April BOLT meeting. The Director and Trustees discussed 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 discussed a definition of “sponsored library programs”.

New Business:

- Sandy Emond has been nominated for the Massachusetts Library Association Paralibrarian Section Outstanding Library Support Staff of the Year Award.
- **Prepare for Town Meeting: May 2, 7 p.m.**
- **Annual Review of Building and Facility:** Trustees reviewed a Wish List
- **Scenarios for Intellectual Freedom Training: Question for Trustees:** This exercise was skipped for this meeting.
- AMC is investigating a TPL Trust Fund investment proxy vote and will report back findings.

Trustees Time:

JFD will miss the May meeting.

Next Meeting:

- The next BOLT meeting is planned for Tuesday, May 23, 2023, 6:45 p.m.

At 9:38 p.m. a motion was made by MLA and seconded by JAI to adjourn the BOLT meeting. The motion passed 4-0-0. The meeting adjourned at 9:38 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 Loiseau at 978-743-5339 or email: cloiseau@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.