



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

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

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A.

Members Present: Ann Marie Conant (AMC), Paula Flaherty (PF), Mary L. Allgrove (MLA), Nataliya S. Poto (NSP) attended the meeting remotely

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

Ann Marie Conant, Vice Chair, called the meeting to order at 6:50 p.m.

AMC confirmed that all members and persons anticipated on the agenda were present and could hear the audio. BOLT members Julie A. Iatron, Paula Flaherty, Mary L. Allgrove, Nataliya S. Poto and Ann Marie Conant responded that they were present and could hear audio. Director Kathryn M. Growney responded that she was present and could hear the audio.

o No additional persons were on the Agenda or present.

Comments from the Public

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

Minutes Review

The minutes for the May 23, 2023 BOLT meeting were reviewed. A motion was made by MLA and seconded by NSP to accept the minutes of the May 23, 2023 BOLT meeting. A roll call vote was taken, Ann Marie Conant, Yes; Paula Flaherty, Yes; Mary L. Allgrove, Yes; Nataliya S. Poto, Yes (remote); The motion passed 4-0-0.

Correspondence

- Thank you's were received from Judy Gadbois and Grace Ann Steed regarding the Volunteer Breakfast . A Thank you was also received and reviewed from THS Intensive Writing Research teacher Kevin Redman.

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, 06/15/23, as well as the Town MUNIS dated 06/15/23.

Circulation Report

- A Circulation Report for May 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. MLA will review June bills.

FY24 Subcommittee Chairs:

Finance & Budget – Ann Marie Conant

Personnel – Mary L. Allgrove

Legal – Joseph F. DelGaudio

Policy – Paula Flaherty

Long Range Planning – Julie A. Iatron

Preservation – Nataliya S. Poto

- No subcommittee meetings were held this month.

Old Business:

- **Special Collections** Museum Textile Services has begun the restoration and reframing of the sampler. The historic map is completed and at the Library. NSP's woodworker neighbor will come into the Library to talk to KMG.
- **Strategic Plan Update:** The Community Profile revised infographic was sent out including sources of data.
- **Children's Librarian Position Update:** The position update is open and a few interviews are scheduled.
- **Volunteer & Staff Appreciation:** Wednesday June 14th 9 a.m.
- **Holiday Party** Wednesday, Dec 6th, Theme to be birch and cardinal.
- **Library Director's Goals and Objectives for FY24:** This will be completed with the Strategic Plan.
- The Director's FY23 Goals were distributed.

New Business:

- **Review job positions (per Trustee Working Calendar);** currently under review by the Town.
- **Consultant:** The Director recommends tabling until we receive the consultant's report.
- **Appoint Director Signatory for Bills: and Payroll:** As required by the Town of Tyngsborough Financial Policies and Procedures page 64 and approved by Board of Selectmen 6/11/18, a motion was made by MLA and seconded by NSP to appoint Kathryn M. Gowney, Library Director and Department Head, as the designated signatory for all Tyngsborough Public Library Schedule of Bills Payable and Library payroll. A roll call vote was taken, Ann Marie Conant, Yes; Paula Flaherty, Yes; Mary L. Allgrove, Yes; Nataliya S. Poto, Yes (remote); The motion passed 4-0-0.
- **Draft Quarterly Updates:** Jan-Mar and Apr-Jun were reviewed.
- TPL Policy Manual was updated.
- Monday July 3 the Library will be open regular hours.
- **Scenarios for Intellectual Freedom Training: Question for Trustees:** A scenario was not reviewed at this meeting.

Trustees Time:

TY to all for participating in the breakfast.

Mary: son loved the library card field trip and is exciting and very proud to have a Library card.

Nataliya's visitors arrive July 13.

Next Meeting:

- The next BOLT meeting is planned for Tuesday, July 18, 2023, 6:45 p.m.

- At 8:19 p.m. a motion was made by MLA and seconded by NSP to adjourn the BOLT meeting. A roll call vote was taken, Ann Marie Conant, Yes; Paula Flaherty, Yes; Mary L. Allgrove, Yes; Nataliya S. Poto, Yes (remote); The motion passed 4-0-0. The meeting adjourned at 8:19 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.