

## Board of Library Trustees (BOLT) Meeting Minutes, March 21, 2019

Ann Marie Conant, Chair  
Julie A. Iatron, Vice Chair  
Paula Flaherty, Secretary  
Joseph F. DelGaudio  
Elaine A. Plettman  
Lisa Camacho

25 Bryants Lane  
Tyngsborough, MA 01879  
[www.tynglib.org](http://www.tynglib.org)  
(978) 649-7361  
FAX: (978) 649-2578

**Members Present:** Ann Marie Conant (AMC), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Lisa Camacho (LC), Elaine A. Plettman (EP), Julie A. Iatron (JAI)\*

**Also Present:** Susanna Arthur (SA), Library Director

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.

### Minutes Review

\*JAI joined the meeting at 6:54 p.m.

- Minutes were reviewed for the February 21, 2019 BOLT meeting. JFD made a motion to accept the minutes of the February 21, 2019 BOLT meeting. The motion was seconded by LC. All Trustees who attended the meeting voted in favor of the motion, JAI and EP abstained due to absence.

### Correspondence

- Correspondence was reviewed from Kevin Redman, coordinator of the Writing Research classes at Tyngsborough High School, thanking Tyngsborough Public Library (TPL) for its support of the Library databases which he considers the "backbone of so much that (they) do". He expressed his appreciation for Trustee and database expert Joseph DelGaudio's support in the classroom.

### Director's Report

- The Trustees reviewed and discussed the Director's Report.

### Financial Report

- The Trustees reviewed and discussed the Director's FY19 Financial Report (03/14/19) as well as the Town of Tyngsborough Department Expenditure Report, dated (03/14/19).

### Review of Bills

- The Trustees review of bills was deferred to the April BOLT meeting.

### Circulation Report

- The Trustees reviewed and discussed the Director's Circulation Report.

## Review of Subcommittees

Finance & Budget – Ann Marie Conant  
Personnel – Paula Flaherty  
Legal – Joseph F. DelGaudio

Policy – Elaine A. Plettman  
Long Range Planning – Julie A. Iatron

- No subcommittee meetings have occurred since the February 2019 BOLT meeting.
- A Policy Subcommittee meeting is planned for March 28, 2019.

## Old Business:

- **FY20 Budget:** The Library FY20 budget was discussed at the March 11, 2019 Board of Selectman (BOS) meeting. SA, AMC, JFD and EP participated in the meeting.
- **Magazine Circulation Policies:** This topic was deferred until the April BOLT meeting.
- **Strategic Plan 2021-2025:** This topic was deferred until the April BOLT meeting.
- **Review Trustees Working Calendar:** The Trustees Working Calendar was discussed and changes were made and captured by SA. The working calendar will be reviewed each month for the next year to align with the meeting agenda.
- **Begin Review of Policy Manual:** A Policy Subcommittee meeting is planned for March 28, 2019.
- **Trustee Transition:** This topic was deferred until the April BOLT meeting.
- **E Reader Policy Review:** This topic was deferred until the April BOLT meeting.
- **Circulation of Nontraditional Items:** Trustees discussed changes to the equipment Liability Waiver provided as a result of review by the Tyngsborough legal team. SA will propose to the legal team that the waiver be signed once by a TPL cardholder to cover all circulation of nontraditional items.
- **Tea Party:** Learnings from the March 19<sup>th</sup> event were captured by SA. This event is well received by the participants and is an example of TPL's role as a community center for the town of Tyngsborough.

## New Business:

- **Library Technician Position Update:** A motion was made by JAI and seconded by EP to support the Director's candidate for the full time Library Technician position. All Trustees voted to approve the motion. The candidate is expected to be approved at the Board of Selectman meeting on April 1, 2019. The start date of the candidate will be April 11, 2019.
- **Review Service Award Eligibility Requirements:** Trustee Service Award recommendations were reviewed. One change was made and captured by SA to the proposed awards. A motion was made by EP and seconded by JFD to approve the modified recommendations for 2019 service awards proposed by the Director. All Trustees voted to approve the motion. SA will send out via email the date of the award ceremony so that a Trustee can be present at the ceremony.
- **Main Entrance Door:** The building entrance door closest to the Library has been locked due to a transition to electronic key use. This door does not have the electronic key installed. Trustees are asked to consider communicating to Matthew Hanson, Town Administrator and the BOS to resolve this issue. The topic will be discussed at the April BOLT meeting.

## Trustee Time:

Thanks to all, Trustees, Staff and Friends for a fabulous Spring Tea.

The Board voted 6-0 on a motion by JFD, seconded by EP, to adjourn the meeting. The meeting adjourned at 8:23 p.m.

**Next meeting:** The next BOLT meeting is scheduled for Thursday April 18, 2019 at 6:45 p.m. A back up date of April 25, 2019 was discussed if an alternative becomes necessary.

Respectfully submitted,

Paula Flaherty, Secretary





Tyngsborough Public Library  
Trustees Meeting  
Thursday, March 21, 2019, 6:45 PM

AGENDA

Comments from the Public

Minutes Review

Correspondence

Director's Report

Financial Report

Review of Bills

Circulation Report

Old Business

Review of Subcommittees:

Finance & Budget – Ann Conant

Personnel – Paula Flaherty

Legal – Joseph DelGaudio

Policy – Elaine Plettman

Long Range Planning – Julie Iatron

FY20 Budget

Magazine Circulation Policies

Strategic Plan 2021-2025

Review Trustees Working Calendar

Begin Review of Policy Manual

Trustee Transition

EReader Policy Review

Circulation of Nontraditional Items

Tea Party

New Business

Library Technician Position Update

Select Service Award Recipients

Main Entrance Door

Trustees Time

Next meeting: Thursday, April 19, 2019, 6:45 PM

**LIBRARY DIRECTOR'S REPORT  
MARCH 2019**

**Friends of the Library**

- The Friends elected their officers at their March meeting. Laurie Cunningham was elected as Vice President. Lucy Hamnett was re-elected as Treasurer. Kimberly O'Brien and Brett Johnson, President and Secretary, respectively, will continue in their positions until their terms end in 2020.
- Plans are underway for the May book sale.

**Programs**

- The annual *Welcome Spring Tea Party* was highly successful.
- Jan Price's Monday afternoon meditation program will resume in April. Participation has been very good.
- *Birds in Bloom*, this year's exhibit of floral arrangements offered in collaboration with the Tyngsboro Garden Club, will take place April 8-11.
- The *Mosaic Tiles* program for grades 6-12 attracted a small, but enthusiastic, group of teens.
- *The Merrimack River Poetry Slam* has been promoted widely in libraries throughout the state and via TPL's social media accounts. It has been supported by Massachusetts Literary Education and Performance (Mass LEAP), an organization dedicated to building and supporting spaces for youth to have their voices heard. Registration is slow so far.

<b>Feb 2019 Programs</b>	<b>Target Group</b>	<b># Programs</b>	<b>Attendance</b>
Regular*	A	24	152
	YA		
	CH	13	203
Special Events	A		
	YA	1	4
	CH	1	34
Total		39	393

Key A=Adult YA=Teen CH=Children

\*Weekly, biweekly and monthly regularly scheduled programs

**From the Children's Room**

- Regular programs in February had strong attendance numbers including *Soundplay Music*, *Tiny Tots*, *Family Music Time* and weekly storytimes for ages 3-5. The spring session of *Open Minds Yoga* starts in April with a full class and a waiting list.
- February vacation program for ages 6-12, *Slippery Science*, had a full registration of twenty kids who enjoyed various experiments and mixing their own individual batch of slime to take home.
- March Henna Program for ages four through adults was very successful with forty-six excited patrons participating including nine teens. As plans continue for summer programming, the schedule will feature a Creature Teachers animal program and a gaming kickoff program for teens by One Up Games.

**Collection Development**

Lori and Sue are building a collection of children's and young adult books in large print. Research shows that large print books can benefit children and teens with learning disabilities, particularly those who have dyslexia. Reluctant readers, and those who are visual learners, can also benefit from large print books. Lori has promoted the collection with local teachers and the general public.

**Outreach**

Kate Wells, new coordinator for the English Language Learner (ELL) department in the Tyngsborough public schools, would like to cohost literacy-related events with TPL. She also invited TPL staff to attend a potluck dinner for her ELL families to promote TPL's services and programs. Lori is following up with Kate and will attend the dinner.

**Marketing/PR**

Media Director Steve Brogan and Sue co-wrote three scripts to be recorded and played as background to Tyngsborough cable station's "bulletin board", i.e., the slide show that plays when there is no program being aired. The themes are TPL's music offerings, the NuWav legal documents database and a broad overview of circulating items, including the new, non-traditional items.

**Staff, Trustees & Volunteers**

- Sam attended a Circ/ILL meeting in North Andover. Sue attended a directors' roundtable at the Fitchburg Public Library. Sandy attended a Tech Services meeting in Merrimac.
- Kevin Redman, coordinator of the Writing Research classed at Tyngsborough High School thanked TPL for its support of the databases, which he considers the "backbone of so much that [they] do". He expressed his appreciation for Trustee and database expert Joseph DelGaudio's support in the classroom.



**Tyngsborough Public Library Budget as of 3/14/2019**

Expense Acc't	Description	FY19 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
001-610-5100-000	Library Director	\$66,869.00	47,065.59	19,803.41	29.6%	70.38%
001-610-5115-000	Salaries & Wages – Clerical	198,795.00	138,293.94	60,501.07	30.4%	69.57%
	<b>TOTAL SALARY</b>	<b>\$265,664.00</b>	<b>185,359.53</b>	<b>80,304.48</b>	<b>30.2%</b>	<b>69.77%</b>
001-610-5230-000	Water	150	58.62	91.38	60.9%	39.08%
001-610-5245-000	Repairs & Maintenance – Office Equip.	3,630	1,755.25	1,874.75	51.6%	48.35%
001-610-5255-000	Repairs & Maintenance – Computer Equip.	1,070	579.54	490.46	45.8%	54.16%
001-610-5318-000	Library Consortium	29,477	27,276.09	2,200.91	7.5%	92.53%
001-610-5319-000	Preservation	500	473.65	26.35	5.3%	94.73%
001-610-5340-000	Telephone	1,500	108.70	1,391.30	92.8%	7.25%
001-610-5345-000	Postage	500	151.90	348.10	69.6%	30.38%
001-610-5420-000	Office Supplies	4,820	3,716.89	1,103.11	22.9%	77.11%
001-610-5595-000	Books & Materials	29,705	22,916.17	6,788.83	22.9%	77.15%
001-610-5596-000	A/V Materials	19,499	9,943.69	9,555.31	49.0%	51.00%
001-610-5710-000	Travel	350	0.00	350.00	100.0%	0.00%
001-610-5730-000	Periodicals	5,500	4,549.76	950.24	17.3%	82.72%
001-610-5730-000	Dues/Subscriptions/Memberships	150	0.00	150.00	100.0%	0.00%
001-610-5870-000	Replacement Equipment	3,775	3,348.55	426.45	11.3%	88.70%
	<b>TOTAL OPERATIONS</b>	<b>\$100,626.00</b>	<b>74,878.81</b>	<b>25,747.19</b>	<b>25.6%</b>	<b>74.41%</b>
	<b>TOTAL MUNICIPAL</b>	<b>\$366,290.00</b>	<b>260,238.34</b>	<b>106,051.67</b>	<b>29.0%</b>	<b>71.05%</b>
500-610-3280-651	Mary Bennet Fund	48,364.17	\$ 31,034.61	79,398.78		
500-610-5700-652	Lucy Littlefield Fund	71,922.02	35,999.63	107,921.65		
500-610-5400-653	Fred Blanchard Fund	32,170.25	77,946.26	110,116.51		
500-610-3280-654	Polly Bennett Fund	1,400.97	14.39	1,415.36		
500-610-3280-655	Mary F. Bridges Fund	451.62	4.66	456.28		
500-610-3280-656	Anna F. Elliot Fund	4,688.44	48.96	4,737.40		
500-610-3280-657	Bessie Norris Fund	2,355.46	28.11	2,383.57		
500-610-3280-658	Lucy A. Parks Fund	980.65	9.58	990.23		
500-610-3280-659	Edgar Perham Fund	8,714.37	82.21	8,796.58		
500-610-3280-660	Richmond Fund	4,767.89	48.81	4,816.70		
500-610-3280-661	Maude Coburn Fund	1,467.70	12.41	1,480.11		
500-610-5700-662	Ethel Keyes Fund	656.89	5.66	662.55		
	<b>TOTAL TRUST FUND</b>	<b>\$177,940.43</b>	<b>145,235.29</b>	<b>323,175.72</b>		
250-610-3520-611	Library State Aid	72,120.90	1,580.04	70,540.86		
250-610-3850-615	Replacement Donations Fund	1,499.38	(461.44)	1,960.82		
250-610-3850-616	Library Donations	11,187.41	(5,342.00)	16,529.41		
280-610-3580-617	TCC Library Grant	-	500.00	(500.00)		
	<b>TOTAL MISC. INCOME</b>	<b>\$84,807.69</b>	<b>-3,723.40</b>	<b>88,531.09</b>		

28.8% of FY19 remaining

**Special Accounts - FY19 Projected Spending**

Account	Project	Amount	Exp/(Cred) YTD/PTD	Remaining \$
State Aid	Programs	6,200.00	2,752.80	3,447.20
State Aid	Books & Materials	9,500.00	455.98	9,047.02
State Aid	Training/Conference	2,000.00	-	2,000.00
State Aid	Garden Maintenance	1,000.00	769.48	230.52
State Aid	Special Collections Project PTD*	5,000.00	3,201.15	1,798.85
State Aid	Marketing	5,000.00	488.24	4,511.76
Donations	Museum Passes	2,000.00	-	2,000.00
	<b>Total</b>	<b>30,700.00</b>	<b>7,667.65</b>	<b>23,035.35</b>

**Special Accounts: February 20-March 7 Projects & Operational Expenses**

Account	Expense	Amount \$
State Aid	Programs	409.00
State Aid	MLTA Membership	100.00
State Aid	Books & Materials	
State Aid	Special Collections Project*	
State Aid	Marketing	
State Aid	Garden Maintenance	

\* Project began FY16

PTD=Project to date



# Town of Tyngsborough

## All Departments Expenditure Report

From 07/01/2018 to 06/30/2019

Account Number/Dept	Description	Carry Forward	Original Budget	Amended Budget	Encumbered	Expended	Unencumbered Balance	% Exp
<b>Department 610 - Library</b>								
001-610-5110-000	LIB SALARY - LIB DIRECTOR		66,869.00			44,490.74	22,378.26	66.53 %
001-610-5115-000	LIB SAL & WAGES - CLERICAL		198,795.00			133,397.09	65,397.91	67.10 %
	<b>Salaries &amp; Wages</b>		<b>265,664.00</b>			<b>177,887.83</b>	<b>87,776.17</b>	<b>66.95 %</b>
001-610-5230-000	LIB WATER		150.00			58.62	91.38	39.08 %
001-610-5245-000	LIB REPAIR / MAINT - OFC EQUIP		3,630.00			1,755.25	1,874.75	48.35 %
001-610-5255-000	LIB RPR & MAINT - COMPUTER EQUIP		1,070.00			399.88	670.12	37.37 %
001-610-5318-000	LIB PROFESSIONAL & AUTOMATN		29,477.00			27,276.09	2,200.91	92.53 %
001-610-5319-000	LIB - PRESERVATION		500.00			473.65	26.35	94.73 %
001-610-5340-000	LIB TELEPHONE		1,500.00			254.84	1,245.16	16.98 %
001-610-5345-000	LIB POSTAGE EXPENSE		500.00			140.67	359.33	28.13 %
001-610-5420-000	LIB OFFICE SUPPLIES		4,820.00			3,601.80	1,218.20	74.72 %
001-610-5595-000	LIB BOOKS & MATERIALS		29,705.00			23,029.31	6,675.69	77.52 %
001-610-5596-000	LIB A/V MATERIALS		19,499.00			10,187.64	9,311.36	52.24 %
001-610-5597-000	LIB PERIODICALS		5,500.00			4,549.76	950.24	82.72 %
001-610-5710-000	LIB TRAVEL EXPENSE		350.00				350.00	0.00 %
001-610-5730-000	LIB DUES / SUBS / MBRSHPS		150.00				150.00	0.00 %
001-610-5870-000	LIB EQUIPMENT REPLACEMENT		3,775.00			3,348.55	426.45	88.70 %
	<b>Expenses</b>		<b>100,626.00</b>			<b>75,076.06</b>	<b>25,549.94</b>	<b>74.60 %</b>
	<b>Total Dept 610 - Library</b>		<b>366,290.00</b>			<b>252,963.89</b>	<b>113,326.11</b>	<b>69.06 %</b>

February 2019

Total Circulation	TPL	MVLC
Chg FY18-FY19	5,090	
	2.8%	-0.2%

OverDrive

	TPL	MVLC Ave.
feb	677	1,030
Chg FY18-FY19	29.2%	45.8%
Added magazines 7/1/18		

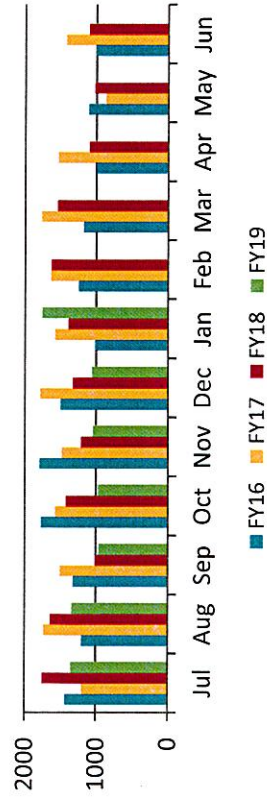
Patron Count

No. patrons	2,901
Chg FY18-FY19	-23.3%

Museum Passes  
Chg FY18-FY19

51  
30.8%

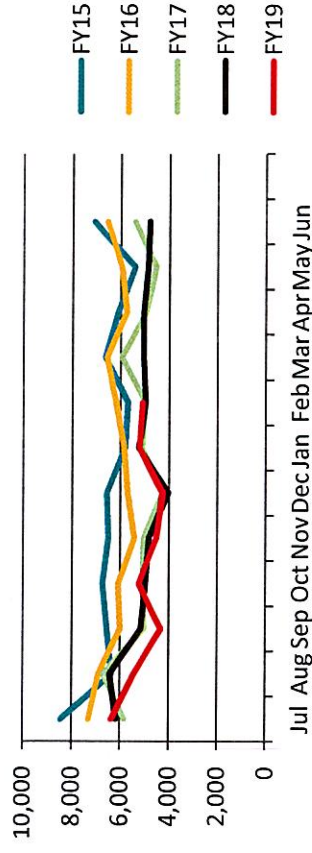
Freegal Songs Downloaded/Streamed



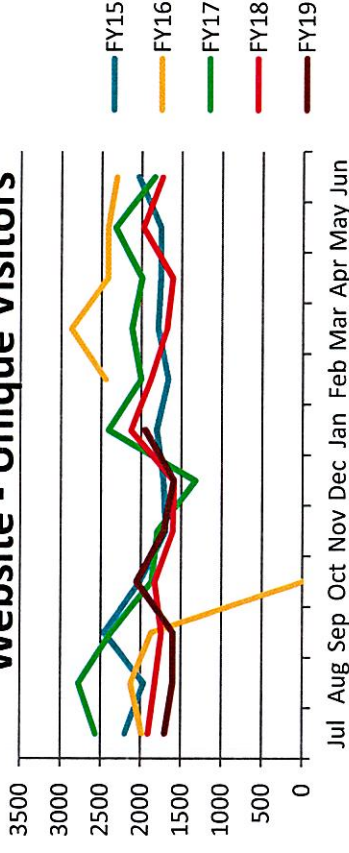
Freegal

Songs Downloaded  
Songs Streamed  
Chg FY18-FY19 Total D&S

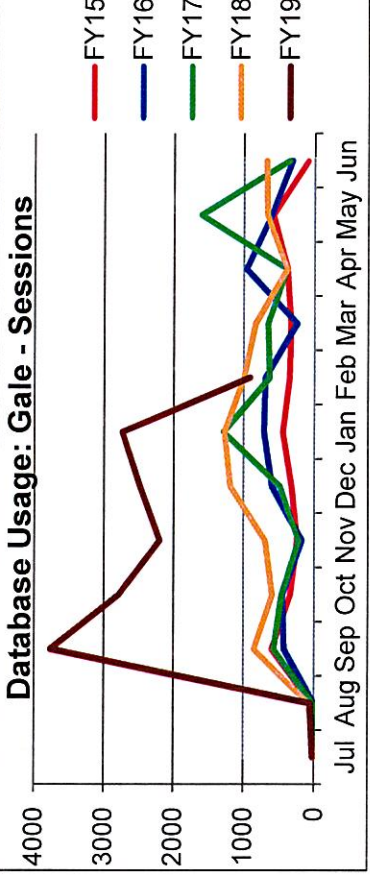
Total Circulation



Website - Unique Visitors



Database Usage: Gale - Sessions





# Service Award Candidates FY19

Provide backup for Accounting w/BS: minutes+section of this form with approved amounts.

Last Name	First Name	School	Town/Residence	Total hours
Sword	Reina	THS		28
Bhagat	Ankita	THS		26
Bhagat	Aayush	THS		21
Bangura	Hawa	THS		19
Fraser-Mines	Terryn	THS		10
Collinge	Jenna	THS		5
Gagnon	Joseph	THS		3.5
Arthur	Will	Groton		1.5
Hurley	Aislin	THS		1

In addition to regular volunteer hours, the following seniors should be noted that:

Reina Sword: Family are Friends members, mother is TES teacher

Program assistance, book sales

Hawa Bangura: Program assistance

Terryn Fraser-Mines: Created, ran STEM Story Club and created the

six STEM backpacks as part of her Girl Scout Gold Award.

Key	EK	Ethel Keyes
	*	Son/daughter of Town employee

## Awards - Prior Years

FY15	FY16	FY17	FY18
Amt	Amt	Amt	Amt
\$300	\$250	250	250
200	125	100	200
100	125	100	200
100	100	75	30
75	75	75	26
75	50		
50	22		
50	21	50	12 NA
\$950	\$775	650	450
EK			NA
Total			

## Past awards

Range	0-950
Ave.	665

## Suggested Scale

Hrs	Amount
>50	TBD
40-50	125
30-40	100
20-30	50-75
< 20	0

Final	Recommendations
100	EK
100	
75	
75	
0	350 0 Total

## Criteria for candidacy:

Resident of Tyngsborough Graduating senior  
Performed volunteer work at the library

Candidates are ranked by the total number of hours worked. Number and amount of scholarships varies. Some or all of the candidates may receive a scholarship. Special awards may be given based on other criteria

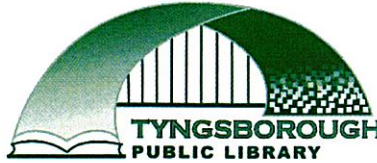
Awards are funded through: Library State Aid

Ethel Keyes Scholarship The Ethel Keyes Scholarship should go to the son or daughter of a member of the Friends of the Tyngsborough Public Library, Board of Library Trustees or library staff. The recipient's service does not have to have been with the Library. Children's librarian will recommend candidates, not necessarily based on hours. Candidates may be suggested by trustees or other parties. Award range: \$50-150

[Precedent was set for awarding EK to a son/daughter of Town employee; requires special consideration/vote; note on summary]

EK Awards are funded through: Ethel Keyes Fund Current balance \$ 663

Trustee or staff to present at awards ceremony (optional)



**DRAFT**

25 Bryants Lane  
Tyngsborough MA 01879

## **Equipment Liability Waiver**

**Introduction** The Library makes certain items of equipment available for borrowing. Equipment is defined as all items other than books, periodicals, optical media and passes.

**Terms** Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the fitness for use or condition of equipment items. Borrowers are responsible to read and abide by all manufacturer's recommendations, warnings, and instructions for use.

Equipment must be returned to the Tyngsborough Public Library circulation desk only, intact, clean, and in working order, along with all accessory items, parts, manuals, packaging and other materials provided when the item was borrowed. In case of damage or loss, including missing parts or packaging, borrowers agree to pay the reasonable repair or replacement cost of the lost or damaged item.

Borrowers must sign a Liability Waiver. Borrowers under the age of 18 must have their parent or guardian sign the Liability Waiver.

**Liability Waiver** In consideration of my or my child's use of the equipment lent by the Tyngsborough Public Library, I hereby voluntarily release, discharge, waive and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, the Tyngsborough Public Library, and its employees, officers, agents and assigns, the Board of Library Trustees, and the Town of Tyngsborough and its employees, officers, agents and assigns, from any loss, damage or injury to persons or property, any claim in tort, or any other claim, regardless of legal theory, arising from the use of the equipment, whether arising through the Library's actions, omissions, negligence or imposed by law. I hereby assume the risk for said equipment. In no event shall the Library be liable to me for direct, indirect, consequential or special damages, including without limitation, physical loss, lost use, revenue or profits.

I agree to indemnify and hold the Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorney's fees, for all injuries or death or any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use and return of the equipment.

No warranties, expressed or implied, including without limitation suitability, durability, fitness for a particular purpose, condition, or quality have been made by the Library, directly or indirectly in connection with the equipment. I am borrowing the equipment "as is". I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the



DRAFT

equipment in good condition, use it in a careful and proper manner, and to comply with all manufacturer recommendations, applicable laws and regulations.

I understand that the Library does not provide supervision or instruction for use of the equipment.

I understand and acknowledge that use of the equipment may involve risk of serious injury, including permanent disability and death. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

I have read this Liability Waiver, and have signed it voluntarily. I understand that I am giving up substantial rights by signing it.

I have carefully read this entire document, and my signature below indicates my agreement with the above statements. I understand its contents and am aware that this is a release of liability and a contract between myself and the Tyngsborough Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_

Description of equipment to be borrowed:

\_\_\_\_\_

Library employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

One copy to borrower. One copy to be retained by the library.

Rev. 1/18/19, 3/4/2019

## Trustees Working Calendar

*Dir: email calendar to Board prior to January meeting*

January	Review Trustee Bylaws Prepare Trustees' Annual Report
February	Begin Review of Policy Manual Attend Budget Related Meeting
March	Select Service Award Recipients
April	Prepare for Town Meeting Annual Review of Building and Facility Summer Schedule
May	Review Long-Range Plan for Library Orientation of New Trustees Election of Officers Review of Director's Contract Attend Town Meeting Plan New Trustee Orientation DE - Review of Director's Goals for New Fiscal Year (June/July)
June	Sign Director's Contract Review Job Descriptions Designate Signatory for Bills
July/August	DE – Stakeholder Interviews (August/September)
September	Begin Budget Discussion Begin Director's Evaluation Process DE – Interview Summaries, Director Goals Review & Self Evaluation
October	Continue Budget Discussions DE - Continue Director's Evaluation Process Review Holiday Closings for Upcoming Calendar Year
November	Renew MLTA Memberships Complete Director's Evaluation Continue Budget Discussions Contract Negotiations with Director <i>Post Exec Session if necessary</i>
December	Identify Open Trustee Positions Invite the Board of Selectmen Chair Finalize Contract Negotiations with Director <i>POST Exec Session if necessary</i> Review Trustees' Vision for the Library's Future Warrant Article Holiday Open House

DE=Director Evaluation Process

Rev. 3/19



## Susanna Arthur

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**From:** Kevin Redman <kevin.redman@tyngsboroughps.org>  
**Sent:** Friday, February 22, 2019 3:33 PM  
**To:** Sue Arthur  
**Cc:** Joseph DelGaudio  
**Subject:** An invitation, and an update

Good afternoon! I have a couple of positive items for you today...

1) The 11th year of our Writing Research course is winding down for me (I had one section of students this year, and Bryan Ronayne's group will finish during trimester 3). Students will begin their presentations this Thursday, Feb. 21, in our high school computer lab 204. We begin at 11:40 each day, and we will have presentations Thursday, Friday, Monday, and Tuesday. The lack of snow days has driven the students crazy, but it has also given this group ample time to prepare, and I think this will be a really good set of presentations. You are welcome for as much or as little as you can attend, but I also know it's right in the middle of the day and may be a tough ask.

2) More than ever, I want to thank the Tyngsborough Public Library for its support of the databases which are the backbone of so much that we do. In addition to the Writing Research course and the two AP courses that we offer, this year there was a new class, called Literary and Research Explorations. The second half of the course gave students a chance to research and write in both MLA and APA style -- in response to feedback from our graduates over the past several years. Writing Research was also amended to incorporate both MLA and APA styles into student work.

Our sophomores also took advantage of the database access with a new twist this year; their research wasn't merely gathering and reporting information, but required them to craft an argument or take a position (so you likely saw a spike in the "Opposing Viewpoints" database).

I also appreciate the continued presence of Joe Delgaudio in the Writing Research course. We have had wonderful conversations about the research process and what the students are gaining through their work, and I think it helps TPL to have his eyes on what's happening in our classes.

Every January, we host an Alumni Day when 12 to 15 of our graduates who are currently in college come back to THS to talk to students and faculty about their experiences -- what they were ready for, what they are asked to do, and what we can do better. Year after year, they tell us that they are abundantly prepared to do their research assignments. Without access to the databases provided by TPL, I don't think the results would be as enthusiastic and grateful as they are.

This "vacation" week, I finished grading the last 22 research papers of the term, making it 149 research papers over 110 school days. They're not all works of art, but there is no question that the quality of student work over the last 7-10 years has improved dramatically as our students get more and more comfortable with the process of good research.

Enjoy the rest of the winter, and before we know it, I'll be sending you our summer reading assignments!

Sincerely,  
Kevin Redman

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