

**Board of Library Trustees (BOLT)
Meeting Minutes, October 17, 2023**

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

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

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

Julie A. Iatron, Chair, called the meeting to order at 7:08 p.m. The chair announced that Trustee Paula Flaherty was participating remotely.

Comments from the Public

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

Minutes Review

- The minutes for the September 19, 2023, BOLT meeting were reviewed. A motion was made by AMC and seconded by MLA to accept the minutes of the September 19, 2023, BOLT meeting. A roll call vote was taken, Ann Conant: yes, Mary Allgrove: yes, Paula Flaherty: yes, and Julie Iatron: yes, the motion passed 4-0-0.

1. Correspondence

- An email from Town Manager Colin Loiselle was received to be discussed later in the meeting.

Director's Report

- The Trustees reviewed the Director's Report for this month.

Financial Report

- The Trustees reviewed and discussed the Town MUNIS report for July 1, 2023 – October 3, 2023.

Circulation Report

- A Circulation Report for August and September 2023 was reviewed and discussed at this meeting.

Review of Bills

- MLA will review the bills for October.

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:

- **Holiday Open House:**

- The traditional TPL Holiday Party will be held on Wednesday, Dec 6th, from 4-7PM.
The theme is gold, birch, and cardinals.

- **Library Director Evaluation:**

- Stakeholder Interviews assigned and taking place.
- PLF will collate and review evaluation forms in November.

- **Circulation Assistant Position Update:**

- The part time circulation assistant position has been posted.
- Applications have been received.
- Interviews will be scheduled and conducted.

New Business:

- **Budget for FY25:** In process.

- **Friends of TPL Used Book Sale:**

- The Friends of the Tyngsborough Public Library used book sale is to be held on Saturday, October 21st, 2023.
- The setup will take place on Friday 10/20.

- **Draft Quarterly Report:**

- The Trustees reviewed and discussed the quarterly update for July- September 2023
- A “Summer Success” flier highlighting this year’s summer reading program will be distributed with the Quarterly Update.

- **Town Hall/ Library Staff Team Building Training:**

- Town Manager Colin Loiselle emailed Library Director Kathryn Growney to request the library open late by 30 minutes on Wednesday, November 29th, 2023, for library staff to attend a team building training event in town.
- A motion was made by AMC and seconded by MLA to open the library at 11:00am on Wednesday, November 29th, 2023, for staff to attend a team building and training

event in town. A roll call vote was taken, Ann Conant: yes, Mary Allgrove: yes, Paula Flaherty: yes, and Julie Iatron: yes, the motion passed 4-0-0

- **Review Holiday Closing for Upcoming Year:**

- The Trustees reviewed and discussed the Holiday closing schedule for 2024, the discussion has been tabled until next month.
- A motion was made by AMC and seconded by MLA to amend the 2023 holiday closing calendar to close on Saturday, November 11th, 2023, in observance of Veteran's Day. A roll call vote was taken, Ann Conant: yes, Mary Allgrove: yes, Paula Flaherty: yes, and Julie Iatron: yes, the motion passed 4-0-0.

- **Trustee Time.**

- AMC will be attending the MLTA Annual meeting on Saturday.
- PF looking forward to seeing everyone in person next month.

Next Meeting:

- The next BOLT meeting is planned for Tuesday, November 21, 2023, 6:45 p.m.

- A motion was made by AMC and seconded by MLA to adjourn the BOLT meeting. A roll call vote was taken, Ann Conant: yes, Mary Allgrove: yes, Paula Flaherty: yes, and Julie Iatron: yes, the motion passed 4-0-0. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,
Mary L. Allgrove
Secretary, Pro Tem