



Board of Library Trustees (BOLT)
Meeting Minutes, Tuesday December 19, 2023 7:15 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: Julie A. Iatron (JAI), Ann Marie Conant (AMC), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Mary L. Allgrove (MLA)

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

Julie A. Iatron, Chair, called the meeting to order at 7:15 p.m.

Comments from the Public

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

Minutes Review

- The minutes for the November 21, 2023 BOLT meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the November 21, 2023 BOLT meeting. The motion passed 5-0-0.
- The minutes for the December 13, 2023 Budget Subcommittee meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the December 13, 2023 Budget Subcommittee meeting. The motion passed 5-0-0.

Correspondence

- Two items of correspondence were received and discussed. The first concerned the FY25 budget process, the second the 2023 Tyngsborough Town annual report redesign.

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 FY24 Financial Report, dated 12/05/23. The Director balanced this report against the Town MUNIS report.

Circulation Report

- A Circulation Report for November 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 has reviewed the November 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

- A Budget subcommittee meeting was held December 13, 2023.

Old Business:

- **Holiday Party Wrap Up:** This topic was discussed.
- **Library Director's Evaluation and Contract Negotiation:** See below
- **Executive Session, the purpose of which is to conduct strategy session in preparation for contract negotiations with Library Director:** At 8:02 p.m. a motion was made by JFD and seconded by MLA to adjourn the BOLT meeting and to enter into **Executive Session**, the purpose of which was to a conduct strategy session in preparation for contract negotiations with the Library Director. A roll call vote was conducted: Ann Marie Conant, Yes; Paula Flaherty, Yes; Joseph F. DelGaudio, Yes; Mary L. Allgrove, Yes; Julie A. Iatron, Yes.

- **Julie A. Iatron, Chair, called the BOLT meeting to order at 8:58 p.m.**

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

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

- With consideration and discussion of the recently completed Tyngsborough Collins Center Classification and Compensation Study a motion was made to by JFD and seconded by MLA to amend the Library Director's contracted salary by 10%. All present Trustees approved the motion.
- **FY25 Budget Preparation:** The FY25 budget proposal was discussed. A motion was made by JFD and seconded by MLA to approve the FY2025 Tyngsborough Public Library Level Service Budget of \$499,473. All present Trustees approved the motion.

New Business

- **Town Annual Report:** The Library annual report is due on February 21, 2024. The Chair will draft with support from the Director and include more graphs and charts.
- **Library Legislative Breakfast:** A Legislative Breakfast has not yet been planned.
- **Identify Open Trustee Positions:** Trustee positions held by MLA and PF are up for reelection.
- **Warrant Article:** No warrant articles are to be submitted by the Library.
- **Prep for meeting with Select Board Chair:** The Select Board Chair may attend the BOLT Feb or Mar meeting. The meetings are tentatively scheduled for Thursday Feb 29 and Mar 19.
- **Scenarios for Intellectual Freedom Training:** Question for Trustees. This topic was not discussed at the meeting.

Trustees Time:

Joe will be offering Tech Support tomorrow and next Tuesday.

Happy Holidays and Happy New Year to All.

Next Meeting:

- The next BOLT meeting is planned for Tuesday, January 23, 2024, 7:15 p.m.
At 9:49 p.m. a motion was made by AMC and seconded by JFD to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 9:49 p.m.

Respectfully submitted,
Paula Flaherty, BOLT Secretary