

## Boylston Public Library

### Meeting of the Board of Library Trustees

December 13, 2023

Attendees: Azucena (Sue) Filsinger, Jean Therriault, Susan Therriault, Maria Zapp,  
Library Director Erica Hout

Absent: Prashant Bhabhalia, Arlene Murphy, Beth Wilson

Materials: Draft of Minutes of November 8, 2023, Board of Trustees meeting  
November Librarian Report  
November Bill Report  
Pitro Fall Cleanup Invoice  
LLB Architect Invoice 04-2027  
FY25 staffing levels

Because of the state's declaration of a state of emergency due to the coronavirus pandemic, this meeting was held remotely through Zoom, an online technology approved by the Commonwealth of Massachusetts' open meeting law. This meeting was recorded in its entirety and is available for viewing. In accordance with the Commonwealth of Massachusetts open meeting law, a formal roll call of attendees was taken.

#### Call to Order

The meeting was called to order at 6:01 pm by Chair Maria Zapp.

#### Approval of Minutes

Arlene had emailed the minutes; there were no changes. Maria moved and Sue seconded that the minutes as written be approved. A roll call was taken and the motion passed unanimously.

#### Correspondence

Erica reported that the MBLC has certified that Boylston met full requirements for the FY24 State Aid program. The initial payment is \$5,500.98 and the second payment is anticipated in late March / early April 2024.

## Treasurer's Report

In Prashant's absence, Maria reported that the November statement (Oct 31 – Nov 30) had been received. As of Nov 30, the balance in the Trustees account is \$6,125.29, which includes \$.11 of interest and no other activity. Interest year-to-date is \$1.11. Maria moved and Sue seconded that the Treasurers' report be accepted. A roll call was taken and the motion passed unanimously.

## Director's Report

Erica reported that the new winter events brochure has been published and are listed on the library's website. The children's audience is currently skewing towards older children and there is more programming for older kids including craft and book club programs. Larissa, our children's librarian, keeps simple, drop-in activities available at all times.

Holiday closings include December 23 – 26 (Sat – Tues) for Christmas and January 2 (Tues) for New Year's.

The November 24<sup>th</sup> edition of The Item published an extensive story about local libraries' Library of Things. Boylston was featured and highlighted its recent cooperation with Parks and Rec for the borrowing of pickleball and disc equipment. Donations can be made to Parks and Rec.

## Library Planning Committee

Jean reported that Architects LLB has assigned Peter Fauci as our architect for Phase 3. He graduated from Roger Williams University in January 2019 and joined LLB in April of that year. He visited the library on November 30 to take measurements and review the parapet situation. Structures North will be evaluating the parapet on January 17 and OPM Mary Bulson reminded them that Structures North had done the original work and there should be no duplicated effort. Maria noted that, at a recent BPL Foundation meeting, she had explained the possibility of a problem with the parapet and that its board agreed to set aside \$20,000 for any potential repairs.

## Old Business

Erica reminded the Trustees that she had been working with the neighbors and had received three estimates for the removal of the trees that had damaged

the back gutter and some roof slates. The neighbors are seeking a fourth quote, which won't be received until the end of the week. The actual property line between the library and the neighbors is uncertain and the Town Administrator suggested that Surveyors Thompson Liston, who had been involved in the original renovation project be contacted. Erica will continue to work on this initiative.

Erica also noted that Facilities Manager Bob Bourassa had reattached the gutter and temporarily replaced the damaged slates with metal. He promised to come back in the spring.

### New Business

Erica presented the Pitro fall cleanup invoice for payment. Maria moved and Sue seconded that the Pitro invoice # 11678 for \$625 for fall cleanup services be paid from the Trustees account and that the Trustees account be then reimbursed from the Greater Worcester Community Foundation account. A roll call was taken and it was unanimously approved. Maria will handle this payment in Prashant's absence.

Erica presented invoice 04-2027 from LLB Architects for services to reopen the project. Erica and Jean noted that OPM Mary Bulso had reviewed and approved the invoice. After some discussion, Maria moved and Sue seconded that Invoice 04-2027 from LLB Architects in the amount of \$2995.00 be paid from the renovation account. A roll call was taken and the motion was approved unanimously.

Erica reported that, at its December meeting, the Friends of the Library had unanimously voted to dissolve the Friends due to too few members available to achieve their plans and their inability to meet the requirements of the MOU presented to them. The bylaws of the Friends specify the steps involved in dissolving, which includes transferring their assets to the Trustees after paying any outstanding commitments. Erica provided a list of 'annual traditions' of the Friends including the kindergarten trip and books and the seed library and paying for a couple of museum passes along with probable costs. She proposed that these items be paid from the Friends account and up to \$2000 be set aside for this purpose. In addition, Erica will work with the Foundation to reassess these programs in the future. Maria moved and Sue seconded that Erica be authorized to spend up to \$2000 from the Friends account to meet the expenses as outlined

on the spreadsheet presented. A roll call was taken and the motion was unanimously approved.

Erica presented a report on library program usage for FY23 vs FY22 over and above the regular, daily services offered. The increase is significant, especially in children and teen programs. She proposed increasing hours for the Assistant Director from 35 to 40 hours per week and changing the job description for the Senior Library Assistant to include youth services as well as circulation and increasing the hours from 30 to 40 hours per week. She was seeking approval from the Trustees before presenting the updated job descriptions and data to the Board of Selectmen. After some discussion, Maria moved and Sue seconded that the Board of Trustees approve the recommendation for an increase in the Assistant Director's weekly hours from 35 to 40 and that the job description for the Senior Library Assistant be changed to Circulation and Youth Services Coordinator with an increase in weekly hours from 30 to 40 to enable a focus on youth services effective July 1, 2024. A roll call was taken and the motion was unanimously approved.

Regarding the FY2025 budget, Erica is expecting to receive information by the end of December.

The meeting was adjourned at 7:26 pm.

Respectfully submitted,

Susan Therriault