Boylston Public Library

Meeting of the Board of Library Trustees

October 11, 2023

Attendees: Erica Hout, Prashant Bhabhalia, Acuena (Sue) Filsinger, Jean Therriault, Susan Therriault, Maria Zapp, Arlene Murphy

Not present: Beth Wilson

Materials: Minutes of October 11, 2023, Board of Trustees meeting

 Red Line LLB Contract

 Exhibit A to Agreement with LLB Architects-Boylston Library

 20200104 LLB Contract Draft\_Clean

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 6:04 pm by Maria Zapp.

**Approval of Minutes**

Arlene reviewed the minor changes that were made to the minutes: 1) change to Alexi in charge on page 2 at end of LPC reports section, 2) Erica’s name needs to be removed from attendees. Maria made a motion to approve modified minutes from Sept 13th and Prashant seconded. The motion was approved unanimously.

**Correspondence – Erica**

Boylston Public Library Foundation annual meeting will be held Wednesday, Oct 25at 6:30pm. All trustees are invited to attend. Maria will make a presentation regarding the BPL renovation project and Erica will present an overview of library statistics and how library has used foundation funds.

We heard from Dawn Porter about paperwork requirements that need to be completed by the trustees. She is hoping to have all in order by October 16th.

**Treasurer’s Report – Prashant**

Prashant noted that we have not received the September statement, however he verified that the balance is like last month with a small adjustment to interest income. Maria suggested we wait until next month to approve the report so that it is accurate.

**Directors Report – Erica**

1. The state financial report was signed by Maria last week and submitted to MBLC on Oct 6th along with the application for our annual State Aid. All required state reporting is completed for another fiscal year.
2. We had 5 applicants total for the Library Page position. Carly Heske has been offered and accepted the position. She is a high school junior at Shrewsbury High School, works as a Teen Aide at the Shrewsbury Public Library, and will be starting as our page next week.
3. We had a large article in one of the September issues of The Item with coverage of our Seed Library. New items to our Library of Things will be released within the next two weeks: pickleball and disc golf equipment provided by Parks and Rec. The strategic goal is to enhance our library of things – can reserve the equipment through CWMars.
4. Fall Fest was a success: Over 300 people attended with good feedback from the public. Historical Museum reported a packed house throughout the afternoon for tours, The Friends raised nearly $1000 with the Book Sale, First Congregational church gave out free popcorn and hosted a bouncy house on their property, and Parks and Rec setup a table with a free kids craft. Sue asked if the Girl Scouts or Boy Scouts participated…perhaps next year?

**LPC Report – Jean**

LLB contract has been received – will be reviewed and submitted for approval soon.

1. The new contract has been reworded to reflect that the Boylston Library is initiating the contract.
2. A piece in the scope of work – design exterior lighting and exterior seating area will be dropped.
3. The Trustees need to approve the contract (hopefully tonight) – pass over to LLB for their review and comment…if everything looks good, they will sign and get our project underway.
4. We need to inform the Selectmen and bring them up to date with our plans.

Almar has been contacted about repairing the gutter damage. We were hopeful that he would have a quote by tonight but was unable to meet that goal. Some information will be forthcoming – Jean expressed concerns about having that work done before winter sets in so that additional damage due to ice may be averted.

Erica and Sue have prevailed on the highway department to trim the trees which have been cleaned up nicely.

Jean made a motion to approve a contract with LLB. Maria seconded – a roll call vote was taken and approved unanimously.

Erica – will send the amended contract over to LLB – and Erica will check to see if we can DocuSign the contract. Should we need to get a hard copy over – Erica will be able to facilitate that. Next Board of Selectman’s (BOS) meeting is Oct 23 at 6:30 – wait to get approval from LLB before we send it over to the BOS before sending it to them.

Alamar – do we want to do an annual check of the missing slates – and include the repair of the gutter. Do we want to consider a figure of what we can spend on it. Discuss about needing special equipment occurred. Erica guessed that Alamar is very busy – and might not be able to get the work done.

**Old Business –**

None currently.

**New Business**

Sue brought up an email received from April Steward – regarding the trees on the abutters property. The highway department commented that the remaining dead trees remain on the neighbor’s property. April stated that there are no protocols in place – and the trustees can contact the abutters directly.

Arlene and Erica will set a day and time to do a site walk and talk about the next steps.

**Adjournment**

The meeting was adjourned at 6:40 pm.

Respectfully submitted,

Arlene Murphy