



Diane Giarrusso, Library Director

Meeting: 3/8/22

Time: 6:45 p.m.

Place: TPL Meeting Room

Members Present: Bonnie Page, Joseph Frank, Patrick Joyce, Chris Castiglione and Laura Harrington

Also Present: Diane Giarrusso, Jeannine Briley and Sue Pederson

The meeting was called to order at 6:46 p.m. by Chairman Lori Carriere.

Minutes:

A motion was made by Joseph Frank, seconded by Laura Harrington, to accept the minutes of 2/8/2022. Lori Carriere abstained as she was absent for that meeting. The motion passed with a majority.

Policy Reviews: Lending Materials to Residents of Decertified Communities

- The Director stated that she rearranged some sentences and the link to the Board of Library Commissioners was updated.
- Patrick Joyce asked for clarification on the 2nd paragraph: What would be a reason to have a library closure and is there a length of time it would be closed? The Director responded by saying that there are a number of reasons, sudden lack of funding is one of them and neglecting to spend their full materials allocation money. A library closure is usually done because a standard wasn't meant, or they applied for a waiver and did not get one. The time frame depends on the reason for closure.
- A motion was made by Bonnie Page to approve the Lending Materials to Residents of Decertified Communities policy, seconded by Chris Castiglione. The motion passed unanimously.

Policy Reviews: Records Retention

This policy is about how long we keep patron and administrative data. We are not the official keeper of records the Town Hall is and we keep a year or more to go back too. Chris Castiglione just wanted to clarify that a lot of the sections say "retained until statistics are recorded" and that it means we destroy data after we are done with it. The Director agreed and stated that MVLC anonymizes patron information after an item has been checked in.

- A motion was made by Bonnie Page to approve the Records Retention policy, seconded by Chris Castiglione. The motion passed unanimously.

The Director mentioned that she will be hand out the Collection Development policy at the April meeting, to be discussed in the following month.

Directors Comments:

- The Director said that Annual voting is in early April and we are working on whether to put both precincts in the meeting room or split them as we did during COVID.
- We plan on opening the large meeting room and the Trustees room in April with the normal capacities; and adding more in person programs.
- We have computers, internet, Wi-Fi, scanning and faxing again! We are happy to see people again on the 2nd floor.
- The Love your Library Campaign resulted in 56 responses to us. We are sending these to the Board of Library commissioners, to share with local legislators.
- We now have moved up in the world and have a TikTok account. Tech services did an awesome job in showing how a book gets to you.
- Nicole Goolishian has been coordinating all our social media account under one handle which is now “Tewksburylib.”
- The Director wanted to thank Laura Harrington and Joseph Frank for their service. It has been a pleasure to work with them. They will be missed.
- We do staff training once a month and the librarians are required to a training from their department. Robert Hayes did a training about how he plans programs; what he does to find performers and speakers, and it was amazing. Programming has been expanding throughout the Merrimack Valley due to his leadership and the availability of virtual presentations.

Reporting of the Friends Meeting: Sue Pederson from the Friends is with us and reported on their recent meeting.

- The Friends have financed all non-librarian led programming.
- The Friends are having a Family Fun Day on Sunday March 20th. We are making the whole first floor into a carnival and going to have games that kids can come and play. Tickets are \$5 and \$20 for the family. Kids can play games, will win tickets and then cash them in for prizes. Sue is asking for volunteers! We need floaters to walk around and help where needed.
- Sue was asking about volunteers and CORI. Specifically, she asked on behalf of the Friends, whether the Trustees felt it was important to CORI Friends members. She will also ask the question at the next MBLC Friends coffee zoom meeting.
- April 9th Annual Meeting of the Friends.

Member Comments:

- Laura Harrington wanted to say it’s been a real pleasure working with everyone!
- Patrick Joyce will be absent for the next meeting.
- Joseph Frank said it was a pleasure to serve on the Board for the last 18years!

- Lori Carriere thanked both Laura and Joseph for everything they've done and paving the way for the future. We will miss you!
- No other comments were made.

Public Comments: None

Future Meetings:

April 12, 2022 – 6:45pm Reorganization

Adjourn:

Joseph Frank made a motion to adjourn the meeting, Laura Harrington seconded the motion. The motion was passed unanimously, and the meeting adjourned at 7:27 p.m.

Respectfully submitted,

Approved BLT Minutes from 3/8/2022 by The Trustees on 5/10/2022

Handouts: Monthly Calendars: Children's, Teen and Adult, Director's Report 3/8/22, Lending Materials to Residents of Decertified Communities Policy, Records Retention Policy,