

Billerica Public Library Board of Trustees

Meeting Minutes

April 1, 2024

President Ellen Rawlings called the meeting to order in the Library Conference Room, at 7:00 PM.

Member	Present	Absent
Ellen Rawlings Chairman	X	
Maggie Deslaurier Vice-chairman	X	
Michelle Ovalle Secretary	X	
Katrina Kruse	X	
Tom Aquavella	X	
Marty Conway	X	
Bob Correnti	X	
Elizabeth Gottman-Hanrahan	X	
Joe St Germaine, Director	X	
Kathleen Kenny, Asst. Director	X	

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Meeting Minutes:

Bob Correnti made a motion to accept the minutes from February 5, 2024 –

**with the amendment correcting the information from the Feb 5 meeting that \$3000 had been awarded from the Community Fund Grant. It had not been awarded as of this April 1 meeting.

Katrina Kruse seconded

The motion passed.

UNANIMOUS

Director's Report

Library closed Feb 13th due to weather. Also closed Feb 19th for Presidents Day and March 30 for Easter.

Programs have been popular. So popular the library has asked families to limit their participation to one session per week to allow for as many families to participate as possible.

The use of the e-newsletter has been a great way to market adult programs by sending out reminders. There has been an increase in attendance.

New signs in the teen and children's collections have made it easier to browse and find items.

The amount of teen card applications has increased. Michelle, the Teen Librarian, has visited the high school twice and increased the amount of card applications even more with her visits. She was able to also promote programs and services.

The library said goodbye to two staff members – Mia Graceffa and Lindsay Kesten who left to pursue other opportunities. We wish them well. The positions, Reference and Public Services Librarian and Reference and Community Services Librarian have been posted and applications are being received.

Rusty Callahan, a page, has been out on medical leave. We wish him a speedy recovery and are grateful for the staff pitching in and helping out.

Staff prefer morning staff meetings before the library opens. Staff meetings will be held monthly and the first morning meeting will be April 10th.

The library will be closed June 14th for a Staff Development Day.

The library has purchased training course on how to handle patron challenges (i.e. unattended children, unruly patrons, etc). This was a request made by staff. Staff will complete an assigned course and then come together for discussion.

There was a permanent No Trespass Notice issued to an individual who had previously had a seven-day no-trespass order. This individual caused safety concerns with both staff and patrons.

The stairs in front of the automatic doors are slated to be replaced due to crumbling. This will take place in the spring.

Kathy met with the cleaners to ensure consistency in responsibilities.

The water heater will unlikely be operational by the Wine Tasting event on April 26

After lots of thoughtful questions by the Finance Committee along with satisfactory answers, the committee unanimously voted to recommend the proposed budget of \$1,766,575 for FY2025.

Bob Correnti made a motion to accept Director's Report
Marty Conway seconded
The motion passed.
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Old Business

Ellen Rawlings voiced a concern last meeting about water dripping on the stairs outside the library – it appears the gutters need to be replaced

New Business

The Board reviewed and discussed the revised Circulation Policy
The changes lines up and are consistent with the other libraries in the Consortium

Bob Correnti made a motion to accept the revised Circulation Policy
Marty Conway seconded
The motion passed.
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Family Friends

Annual Meeting April 19, 5:30pm

Library Foundation Update:

Correspondence:

Announcements:

Wine Tasting April 26, 7:30pm

Requests for Items for the Next Agenda:

There was none.

Adjournment:

Bob Correnti made a motion to adjourn at 7:30
Michelle Ovalle seconded
The motion passed.

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Next Scheduled Meeting : Monday May 6, 2024 7pm

Thank you,

Michelle Ovalle

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