



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, January 10, 2023
7:00 P.M.**

Members Present: Chairman Collin Earnst, Clerk Christine Igo Freeman, Jennifer Ooi, and Joyce Parlapiano.

Not Present: Vice Chair Kevin Penders and Anisul Chowdhury.

Also Present: Library Director Libby O'Neill, Teen Librarian Jennifir Huston, and Friend Member Betsy Buckland.

Documentation:

Meeting Minutes for Approval- February 16, 2022 (Special), October 11, 2022, November 8, 2022, and December 13, 2022

Reports- Professional Librarian Reports, Director's Report, Financial Reports December 2022
FY23 Y-T-D Book and AV Breakdown

Policy Statement: Materials Selection- Policy with Changes Discussed December 13, 2022

Request for Reconsideration of Library Material Form- Policy with Changes Discussed December 13, 2022

Called to Order: The meeting was called to order at 7:00 p.m. by C. Earnst.

Public Input: None

Teen Librarian Jennifir Huston Update:

Jennifir talked about the programs she has initiated since being hired. Cosplay was not successful therefore she is changing it to crafty teens. She had a Teen Advisory Board (TAB) meeting and got great feedback about what the teens want to see in their room. Jennifir presented the ideas for the teen room and the layout in a Powerpoint presentation along with the cost. Jennifir is looking for the Board to approve the cost to update the room. She said the Friends will be providing the funds for the gaming system.

There was a motion by J. Ooi seconded by J. Parlapiano to approve up to \$5,500.00 from the Beyond Books Fund for the purpose of making the proposed furnishings purchases for the teen room. All were in favor and the motion was approved 4-0-0.

YA Room Policy- Review and Discussion:

Libby suggested to review the policy because there have been issues with adult patrons using the teen room for adult space. Libby stated we need a policy that is firm and clear. For starters, she suggested to change all the wording to teen instead of young adult. Also the teen room is for grades 7 through 12. Libby said she will incorporate all changes as indicated and asked for the Board to vote on the new language.

There was a motion by C. Igo Freeman and seconded by J. Parlapiano, to approve the Teen Room Policy with the amendments. The motion was approved 4-0-0.

YA Gaming Policy- Review and Discussion:

There were changes to Section II A., E., F., H, I, and language added to G. 3. Also the word parent will be added before guardian signature at the bottom of the form.

Libby will make the amendments accordingly.

There was a motion by J. Parlapiano and seconded by J. Ooi, to approve the gaming policy with amendments. All were in favor and the motion was approved 4-0-0.

Approval of Meeting Minutes:

Special February 16, 2022
October 11, 2022
November 8, 2022
December 13, 2022

C. Earnst stated only the December 13, 2022 minutes could be approved tonight. The other minutes lack a quorum.

Upon a motion by C. Igo Freeman and seconded by J. Parlapiano, the December 13, 2022 minutes were approved with edits to the FY24 section. All were in favor and the motion was approved 4-0-0.

Correspondence: None

Friends' Report:

Betsy Buckland reported the Friends will sponsor the gaming system to be placed in the Teen Room. The Friends Annual meeting is February 1st at 7:00 p.m. The agenda will include the budget, doubling the money for the zoo passes, and new nominations. D. Crimmins is retiring as Vice President. Bernadette is stepping down as Treasurer but taking on the newsletter from Jen Ooi. A formal vote would need to be taken but the nominations are as follows: Janice will remain President, Betsy will take on the roll as Vice President, Sue will be Secretary, and Sara will be Treasurer. The ongoing agenda for the Friends is to increase membership via social media and the website. The spring book sale will be run Thursday, May 11th and the through Saturday May 13th. The set-up date for the book sale will be Wednesday, May 10, 2023. The giving tree did well this year with over 100 books collected and at least 70 gift tags. Reps for the upcoming Trustee meeting in February will be Sue Collins, and March will be Margi Rossetti. C. Earnst suggested to send a thank you letter to D. Crimmins for his years of service on the Friends. C. Igo Freeman agreed that is a good idea and she agreed to send it.

Professional Staff Reports:

KBH has purchased 4 new replacement public computers. KBH also participated in the interviews for the subs and children's librarian. The library's fax machine was removed from the reference area. Fax24 is the replacement solution which allows faxing through a computer or mobile device.

Financial Reports:

Per Libby we are on track but children's databases need to be looked at.

Director's Report:

The children's librarian has been hired and will start in February. We were able to hire two subs and Margi is one of those. The Peace Pole has been installed. The Rotary Club is coming on Friday, January 20th at 3:00 p.m. for a picture. The Trustees are invited to attend.

Liaison Reports/Trustee Sub-Committees:

The FY24 budget will be discussed later in the meeting as well as the Speaker Series.

New Business-

2023 Holidays- Discussion and Vote to Approve:

Libby stated she listed all holidays contained in the Union Contract to facilitate the process and stated those would not need approval.

C. Earnst suggested the holiday schedule be moved to February's meeting for discussion and vote.

Strategic Plan- Discussion to Form New Strategic Plan Committee- Libby stated the current plan is through FY23. She commented she is being proactive by starting the process of forming the committee. The committee should be a cross-section of members. It usually takes 3-4 meetings to nail down the details and then Libby could write the plan. C. Earnst asked Libby come back with the framework of the committee (i.e. how many Trustees/members/etc.). Libby said she would put the framework together and place it on the February agenda for discussion. She stated the plan will need to be approved at the September 2023 meeting.

Boyden Phone System-

Libby explained that currently Boyden's voicemail is inoperable. New Era Technologies was called out and we were told the mother board on the server would need to be rebuilt. We did not have it fixed because the quote came in at just over \$10K. Boyden would also be charged for travel/service call fee of \$250.00. Therefore, Libby contacted Foxborough's IT Department for a quote for a new phone system. IT Director Aaron Hyre came out and gave a rough estimate of \$8-\$10K for a new system. A. Hyre said any minor issues could be trouble shot by Foxborough's IT department and fixed. Libby felt it is more cost effective to go with a new system and use the IT department if there are any malfunctions.

There was a motion by J. Parlapiano and seconded by C. Igo Freeman to approve the cost of a telephone system to be ordered through Foxborough IT and to be paid from IT Supplies for an amount up to \$10K and the balance to be paid from State Aid. All were in favor and the motion was approved 4-0-0.

Old Business:

Bartholomew Funds- Discussion and Possible Vote

C. Earnst asked to have the Bartholomew funds discussion placed on the February agenda. J. Ooi commented the Friends are concerned if Boyden moves all their funds out of Bartholomew, the fee structure for the Friends funds may be affected.

FY24 Budget- Update

Boyden's budget as submitted to the Town was at a 3.78% increase. Libby has a meeting Friday, January 13, 2023 at 9:30 a.m. with the TM and Finance team to go over the library budget. It was stated that Kevin and Jen are on that committee and Jen will be attending that meeting with Libby.



Vote on Collection Development-Materials Selection/Request for Reconsideration of Library Material Updated Policy-

Jen had two edits one was under section 2.2.b.

There was a motion by J. Ooi and seconded by C. Igo Freeman to accept the Collection Development Policy as amended. The motion was approved 4-0-0.

Speaker Series Update-

Christine is going to contact Unlikely Story to see if they are interested in partnering for this event. KBH has ordered 10 adult copies and 10 YA copies of "Call Me American." The library book club will be reading this. The Marilyn Rodman Center is partnering with Fox Tales. The meet and greet will be at 6:00-6:45 p.m. The author talk will follow at 7:00 p.m. with a book signing. Juri Love will be doing an article in the Foxborough Reporter. Libby would like to get together a panel about the American Experience or Coming to America on March 20, 2023. Libby has contacted Boston Immigration services to try to line-up a person to come to speak on the topic. There will be story-time and coloring pages with an animal crafting project for the children. KBH created a bookmark to promote the program.

Per Libby, funding will need to be decided for food and beverages. There will also need to be a vote to close the library early to set-up for the event.

There was a motion made by C. Igo Freeman and seconded by J. Parlapiano to close the library at 4:00 p.m. on March 23, 2023 to allow adequate time to set-up for the speaker series. All were in favor and the motion was approved 4-0-0.

As a follow-up to future speaker series, Libby suggested to discontinue it. The reason is there is already an abundant amount of programming at the library. Further, the past few years we have not had a donor to support the cost of the series. Libby suggested to do a community read program instead and use an author through the consortium. There could be programming around it and the event could be held at Boyden. The Board agreed that might be a good idea going forward.

A motion was made by J. Parlapiano and seconded by J. Ooi to adjourn at 9:08 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio