



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Meeting Room
10 Bird Street, Foxborough, MA 02035
Wednesday, February 15, 2023
7:00 P.M.**

Members Present: Chairman Collin Earnst, Vice Chairman Kevin Penders, Jennifer Ooi, and Joyce Parlapiano.

Not Present: Christine Igo Freeman and Anisul Chowdhury

Also Present: Library Director Libby O'Neill, and Friend Secretary Sue Collins.

Documentation:

Meeting Minutes for Approval- February 16, 2022 (Special), October 11, 2022, November 8, 2022, and January 10, 2023

Reports- Professional Librarian Reports, Director's Report, Financial Reports January 2023

FY23 Y-T-D Book and AV Breakdown

New Code of Conduct Draft Policy

Called to Order: The meeting was called to order at 7:07 p.m. by C. Earnst.

Public Input: None

Approval of Meeting Minutes:

Libby explained that per the conversation with Town Clerk Robert Cutler, it is fine to approve the Trustee minutes as long as there is a quorum. The Board's main concern was that those who make up the quorum were not all present at some of the past meetings. R. Cutler said if the Trustees not in attendance felt comfortable voting on the minutes they could vote to approve or abstain but regardless, there is a quorum so the minutes can be approved.

Special February 16, 2022

There was a motion by J. Parlapiano and seconded by J. Ooi to approve the Special minutes from the February 16, 2022 meeting without changes. The motion was approved 3-0-1. K. Penders abstained because he was not in attendance.

October 11, 2022

There was a motion by K. Penders and seconded by J. Parlapiano to approve the minutes from the October 11, 2022 meeting without changes. All were in favor and the motion was approved 4-0-0.

November 8, 2022

There was a motion by K. Penders and seconded by J. Parlapainao to approve the minutes from the November 8, 2022 meeting without changes. All were in favor and the motion was approved 4-0-0.

January 10, 2023

There was a motion by J. Ooi and seconded by J. Parlapiano to approve the minutes from the January 10, 2023 meeting without changes. The motion was approved 3-0-1. K Penders abstained because he was not in attendance at this meeting.

Correspondence: None

Friends' Report:

Sue Collins confirmed that Dave Crimmins retired after many years with the Friends. D. Crimmins served as the Friends Treasurer, President, and Vice President. The nominations outlined in last month's meeting minutes were finalized. Sue stated currently there are 107 members of the Friends. The newsletter was mailed out. The book shop continues to do well and the Friends are selling DVD's and other items other than books. March 25th and April 29th will be book donation days. May 11th through the 13th will be the book sale. Sue stated the Friends will have a social and it will be held either at Conrad's or Union Straw.

Professional Staff Reports:

Emma Brelsford has been hired as the new Youth Services Librarian and she starts tomorrow. There was a new activity table added to the children's area. KBH has done the promotional materials for the Speaker Series. Most of the new furniture ordered for the Teen room has arrived. There will be a ribbon cutting when the teen room is complete.

Financial Reports:

We are on track. Libby said she will have staff stop spending by May 15th. Any remaining money left in the budget will be diverted to purchase Overdrive materials. Lakeview Pavillion will be donating funds to Boyden to purchase museum passes. Libby said she may expend from the "Books Made of Paper" line item.

Director's Report:

Libby is excited about the new writing group kicking off at Boyden in March. Libby submitted the Annual Report. Libby also spoke at the Friends of the Foxboro Seniors meeting to promote library services and programs.

Liaison Reports/Trustee Sub-Committees:

AdCom will start meeting regularly. The time has been changed to 7:00 p.m. Speaker series is next month and it will be discussed later in this agenda.

New Business:

New Code of Conduct Policy-

Libby stressed there is a need for this policy if/when there is an incident at the library. J. Ooi noticed that smoking is not mentioned in the policy. Libby will add language to address this. Libby discussed the other proposed changes and asked that the policy be adopted tonight. It would be more comforting to know she can use it if something were to happen.

There was a motion by K. Penders to approve the New Code of Conduct Policy with amendments as discussed, seconded by J. Ooi. All were in favor and the motion was approved 4-0-0.

J. Parlapiano asked if Libby could make the changes to the policy and resend it to the Trustees.

Library Director Annual Review-

The library director review process was discussed. It was agreed the review form should be similar to those used under MBLC guidelines. C. Earnst asked Libby to reach out to C. Igo Freeman for the form. C. Igo Freeman is responsible to compile the review and provide the review to the library director. The library director reserves the right to meet with the Board if she has questions about the review.

Old Business:

Bartholomew Funds-

J. Ooi, questioned how Bartholomew was able to disburse money from Beyond Books without Trustee approval. It was acknowledged that the Treasurer/Collector is the custodian of the funds and has the authority to move the money however the Trustees were not notified when this happened. It was agreed there should be better communication from Town Hall going forward. The Board agreed to keep the remainder of the trust funds in Bartholomew for now. K. Penders asked Libby to schedule at least two meetings per year to discuss the trust funds with Town Hall rather than with Bartholomew as the Board has done in the past. Town Hall can decide what dates work for them and K. Penders asked Libby to set-up the first meeting in the fall.

2023 Holidays- Discussion and Vote to Approve-

Libby tried to make it easier by listing the holidays in the union contract at the top of the memo. Some are Saturdays so they should be o.k. Libby said historically the library has not been open the Saturday before Labor Day. Also, when New Years and Christmas are on a Sunday historically the library has been closed. K. Penders stated he recognizes the importance of staff and giving them time with their families but also recognizes patrons who don't have family and their need to have a place to go.

A motion was made by K. Penders to approve the 2023 holiday schedule as proposed by the director, the motion was seconded by J. Parlapiano. All were in favor and the motion was approved 4-0-0.

Library Strategic Plan- Discussion and Formation of Committee-

Libby gave a hand out and a time line for developing the strategic plan. The committee will be made up of seven to include: 2 trustees, 1 member of the Friends, the library director, 1 staff member, 1 adult community member, and 1 teen community member. Libby is planning to call a meeting in April, May, and June (total 3 meetings to discuss the plan). The committee will conclude their meetings before summer and Libby will write the plan in August. Libby will distribute the plan on September 1st and the Trustees will need to discuss and vote on the plan at their September meeting. It was discussed that the Chair of the Trustees should be on the committee but it was decided that J. Ooi would be. Also there was discussion to nominate C. Igo Freeman. However, if C. Igo Freeman declines then K. Penders said he could step into this role if no one else can.

FY24 Budget- Update-

The library will be meeting with AdCom on March 8, 2023 to discuss the FY24 budget. K. Penders asked Libby to get clean copies the FY24 and FY23 budget. Dan Peterson is our liaison and he wanted to go over the budget before the meeting with AdCom. Libby said she offered dates but didn't connect with Dan as of today. Libby will follow-up to try to get a date secured with Dan.

Boyden Library Phone System-

Libby spoke with Foxborough's IT Director Aaron Hyre on February 6, 2023 regarding Boyden's phone needs and was waiting to hear back on a timeline for the new phone system. Libby also followed-up today

but hasn't heard back from Aaron yet. She will follow-up again this week. Libby mentioned that IT may help absorb some of the cost for the new systems if they have any money left in their budget towards the end of the fiscal year. She will provide the Trustees with another update at the next scheduled Trustee meeting.

Speaker Series Update and Vote on Funding for Food and Beverages-

Libby mentioned the Speaker Series is fast approaching. She said it would be helpful if the Trustees attending can register for the meet and greet and author talk. K. Penders confirmed he will be attending. Currently there are 15 people now registered. KBH ordered ten adult and 10 teen copies of "Call Me American" and both book clubs are currently reading it. Libby said as an extra perk, any teen attending the event will be able to keep a signed copy of the book. As part of the programming around the series, Sarah Stokes will do an immigration talk on March 2, 2023. There will be two Monday matinees where "Terminator" and "Titanic" will be shown. Libby is introducing an African spice to her spice club. The children's department will have a story time and a craft centered around the program.

The food and beverage budget for the Speaker Series was discussed. J. Parlapiano thought \$700.00 should be enough. After further discussion it was decided to round-up the funding to \$1,000.00.

There was a motion by J. Parlapiano to authorize the expenditure of not more than \$1,000.00 for funding food and refreshments from the Beyond Books fund seconded by J. Ooi. All were in favor and the motion was approved 4-0-0.

Sprinkler System Update-

Libby explained we were ready to move forward on the above-ground sprinkler systems but the quote went up. Mr. Finn has a new estimate of \$605.38 for an above-ground sprinkler.

There was a motion by K. Penders to authorize the purchase quoted from 1/11/23 in the amount of \$605.38 to be taken from the general gift account. The motion was seconded by J. Ooi. All were in favor and the motion was approved 4-0-0.

A motion was made by K. Penders and seconded by J. Ooi to adjourn at 9:13 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio