



BOARD OF LIBRARY TRUSTEES

MEETING MINUTES

Fuller Conference Room

10 Bird Street, Foxborough MA 02035

October 10, 2023 7:00 pm

Members Present: Chair Kevin Penders, Vice Chair Christine Igo-Freeman, Clerk Jennifer Ooi, Collin Earnst, Joyce Parlapiano, Director Elisabeth (Libby) O’Neill, Friend of Boyden Library Katherine Howard

Not Present: Anisul Chowdhury, Trustee

Documentation:

Trustee Agenda
Meeting Minutes for Approval- September 12, 2023
Financial Report - September 2023
Book and AV Breakdown - FY24 through September
Director's Report
Professional Staff Reports

Call to Order - The meeting was called to order at 7:02 pm.

Public Input - There were no members of the public present and no public input.

September 12, 2023- Meeting Minutes for Approval

Kevin Penders mentioned that the Clerk needs to sign the minutes, and they should be amended to state, “Respectfully Submitted, Jennifer Ooi Clerk”. A motion was made by Collin Earnst to accept the amended Minutes, and the motion was second by Joyce Parlapiano. The motion passed 5-0-0.

Correspondence –

Libby O’Neill received a public records request from Jeff Raymond. He has requested copies of challenges, reconsideration requests or similar requests from all public libraries in Massachusetts (including schools) for a project entitled “Mass Transparency”. Jennifer pointed out that she had seen a recent court decision regarding this type of disclosure, and the final decision stated that the names of those submitting such requests are confidential because they are requesting a library service. The library has not received any requests for reconsideration yet.

Friends Report - Katherine Howard announced that The Friends are having a gathering on October 17th and members are encouraged to bring a friend. They are having another book donation drop-off in October, and they are gearing up for the book sale in November.

Kevin noted that at the last Friends meeting there was a lot of discussion regarding Friends membership which seems to be holding steady.

Libby mentioned that the library asked the Friends to sponsor staff t-shirts, designed by Jennifir Huston, the Teen Librarian.

Professional Staff Reports - Libby highlighted InkTober: this year Karen Dugan was able to create programming for every age group including adults. People who post their work for the entire month will be entered in a drawing. Jennifir has been visiting local schools. The Sun Chronicle contacted her regarding an article they are writing for Banned Book week.

Collin asked about the decision to cancel the recently scheduled Teen Book Club, Libby replied that unfortunately there just wasn't enough interest.

Collin also cited comments in the Staff Report regarding bullying of teen patrons and asked for Libby to elaborate. Libby replied that while the bullying incidents occurred outside the library, they have come to the library's attention from various YA patrons, and she intends to reach out to the school department to discuss.

Financial Reports –Libby said everything is on track. Expenses for library supplies are high and we are over budget on adult databases, due to new resources and price increases. They may need to reallocate funds from the Children's budget for Library Supplies.

Director's Report – October and April are the busiest months for adult library programming, and this October there was an abundance of programming for all ages. Libby is interested in starting an ESL conversation circle for adults with minimal English skills. She has reached out to Marc Craig and has spoken with Stoughton Public Library which has a formal training program for the volunteers who run their program. She is not sure whether there are grants available. Kevin Penders suggested she reach out to Cambridge Learning Center for information.

Kevin asked for a recap of the shooter training. Libby said a police officer came in and ran them through scenarios, but there was no actual live shooter drill. The Trustees discussed emergency employee communication and public announcements to patrons. Walkies talkies were suggested for communicating between floors in an emergency, and an intercom system for communicating with patrons. The Trustees also noted that the library does not have a defibrillator. Libby is going to price intercoms and defibrillator and report back to the board.

The Department Administrator position remains open and the Director continues to explore alternatives.

New Business -

Open Meeting Law (OML) Training – Review and Discussion

Collin noted that the MBLC trainers took a very narrow view regarding the OML, which would be challenging for many Town Boards. Kevin stated that it is important to make every effort to comply with the law, and that we should confer with Town Counsel when we have any questions regarding Open Meeting Law, as sometimes information provided by MBLC trainers can be contradictory. Kevin suggested we ask town counsel for a written recommendation on whether meetings of our budget and programming development committees are subject to OML.

Discussion on whether to pursue town emails for Library Trustees

It was mentioned during the OML training that all Boards should have town emails. They also suggested that if town email accounts are not feasible, Trustees could create individual Gmail accounts for Board-related business. Jennifer commented that this would mean Trustees would be responsible for maintaining the accounts indefinitely, there is a risk of losing account access due to account hijacking or password loss, and there would be no backups. Kevin suggested we speak with town IT department to request email addresses for the Trustees.

2024 Community Read/Speaker Series

Libby had initially planned to alternate live and virtual talks, with a monthly Community Reads. However, our program last year was very successful, and she would like to maintain that momentum. Kevin encouraged an annual flagship program that will be regularly anticipated by the community.

Libby doesn't think it makes sense to call it a Speaker Series anymore and would like to make it more of a Community Reads event. Collin and Kevin both felt that Libby should make the final decision to complement her overall library programming.

Our programming over the last few years has stressed inclusion, and Christine Igo-Freeman pointed out that March is World Book Month.

Old Business

Strategic Plan – Discussion on priorities

Libby discussed the Library Service and Technology Act grant with staff. Their consensus was that the grant should focus on STEM programming and creating a Makerspace over the next year or two. The grant deadline is in April, decisions are made in July, and grant money is available in October.

Collin suggested that she ensure the goals for her priorities are measurable.

Adjournment: There was a motion to adjourn by Collin Earnst, the motion was seconded by Joyce Parlapiano. The motion passed 5-0-0 and the meeting adjourned at 8:30 p.m.

Recorded and Respectfully Submitted by,

Jennifer Ooi, Clerk
Boyden Library Board of Trustees