



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, November 8, 2022
7:00 P.M.**

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

Not Present: Clerk Christine Igo Freeman and Anisul Chowdhury.

Also Present: Library Director Libby O'Neill, and Friends Member Betsy Buckland.

Documentation:

Special Meeting Minutes- February 16, 2022- Draft

Meeting Minutes- October 11, 2022- Draft

Reports- Professional Librarian Reports, Director's Report, Financial Reports October 2022

FY23 Y-T-D Book and AV Breakdown

Policy Statement: Materials Selection

Request for Reconsideration of Library Material Form

Called to Order: The meeting was called to order at 7:02 p.m. by C. Earnst.

Public Input: None

Approval of Meeting Minutes:

Special February 16, 2022- There was a lack of a quorum to approve these minutes and C. Earnst confirmed they would be kept in draft form until such time there is a quorum to approve.

October 11, 2022- There was a lack of a quorum to approve these minutes. Neither J. Parlapiano nor A. Chowdhury were present at the October meeting and C. Igo Freeman is not present tonight. C. Earnst confirmed they would be kept in draft form until such time there is a quorum to approve.

Correspondence:

Boyden received three donations totaling \$255.00 in memory of Janet Pineault. K. Penders said without her vision, the children's area would not have come to fruition and stated that she was a huge proponent of public art. K. Penders said the Board should send an acknowledgement and should do something in her memory.

Libby spoke about Mr. Finn who is a volunteer performing yard/gardening work on the library grounds. Mr. Finn suggested to install a sprinkler system to water the plantings. He estimated the cost would be \$250.00. Libby wanted to check with the Trustees to be sure there aren't any unforeseen issues relative to this request. Libby iterated that the sprinkler systems isn't permanent. It would be hooked up to the outdoor spicket. K. Penders said it would be best to check with facilities. Libby confirmed she will follow-up with facilities.

Friends' Report:

Betsy Buckland was present tonight on behalf of the Friends and mentioned she is a member at large on the Board. She said the Friends will start rotating their rep. to attend future meetings. The Friends fall newsletter went out the end of October and they are working on a newsletter link for the website. The meetings are monthly and the on-going theme since September has been how impressive the children's programming is. There has been a lot of discussion about increasing membership. The Friends are considering free membership for ages 13-17. The Friends will be distributing free Poinsettias for the Library in the next few weeks. The giving tree is set-up. Large book collections are coming in for the upcoming book sale.

The Trustees attending upcoming Friends meetings have been named as follows:

J. Ooi, January 4, 2023

K. Penders, February 2, 2023

J. Parlapiano- March 1, 2023

C. Earnst- April 5, 2023

Professional Staff Reports:

KBH has disbanded the rental book display. Jennifir is working hard to get teens into the library and is slowly building momentum. She decided to change some of the hours of her programs. Currently she is running a program to make hats and blankets for breast cancer patients and is having teens help her redesign the YA room. The votes for the gaming system are in. The X box was the winner and it will be ordered for the teen room along with games. Jennifir is also connecting with the YMCA and the schools.

Financial Reports:

The financial report was distributed. Libby said we are spending appropriately and we are on track. Libby has some comments but will hold off until we discuss the FY24 budget.

Director's Report:

There were two finalists for the Senior Children's Librarian position. There is an offer to our first pick and we will know on Thursday if the offer is accepted. There is a new database subscription called to "A to Z" which is a program to make recipes. On Tuesday, November 29th at 7:00 p.m. a gentleman will be doing a talk on Ukraine. Website postings have gone up for new subs and interviews will be in the next couple of weeks. The library had a health inspection today which will enable the library to serve food for library sponsored events. Libby is looking into the library speakers' consortium. This is a pretty new concept where patrons register for a virtual talk. Boyden would need to sign-up by December and the annual cost is \$3,500.00. This price would be locked in for 3 years but we are not committed for 3 years. Libby was thinking it could be paid 50% from Beyond Books and 50% from the Friends. Another possibility would be to pay for it with state aid funds. Libby's stated there is a need for this because patrons want talks with well-known authors versus local authors. Those who register can type their questions in. They may or may not have their question answered.

Upon a motion by K. Penders, and second by J. Parliapiano, move the Library Board of Trustees allow the library director to expend \$3,500.00 for the speakers' consortium annually and for 2023 from state aid. All were in favor and the motion was approved 4-0-0.

Liaison Reports/Trustee Sub-Committees:

K. Penders explained about the Beyond Books fund being withdrawn from Bartholomew by the Town's Treasurer/Collector Paula Maloney. He stated P. Maloney has the authority to move the money and as she explained it was done so the Trustees would have easier access to it. K. Penders also posed the question of why do we have an annual meeting over the funds if we have no control of them. Town Hall explained that the funds are the library's money but the Town moves it as it sees fit in the best interest of the library. K. Penders said we don't need to do anything now but our position is to let the Treasurer/Collector know when we want to expend from the funds. It was suggested to pull the minutes from 2017 to see what the Trustees' role is with these funds. K. Penders suggested to revisit this at the next Trustee meeting.

Further, K. Penders stated we will need to vote a budget and asked Libby to set-up a separate meeting before the December 2022 Trustee meeting.

Speaker Series- To be covered under "Old Business"

New Business:

Monthly Policy Review-

Policy Statement: Materials Selection:

There are a lot of book challenges. The policy has not been updated since 1990 and needs to be reviewed. Libby said it covers everything but there is some language that should be changed such as Page 3 Section 2.2 C- should add guardian (not just parents), 2.6A Virtual Catalog should be called Common Catalog, and lastly the policy should be retitled. K. Penders suggested Libby do a red-line version of the changes to the policy that way the Trustees can review it and vote on it. He also suggested a red line version be provided for any policies where changes are needed/suggested.

Libby stated she had more concerns with the form relative to the "Request for Reconsideration of Library Material". Libby would like language added that anyone filing this form must file in-person and only residents are eligible to file. There was also some discussion about granting permission to patrons having a library card. Libby will put together a red-line version and present it at the next Trustee meeting.

FY24 Budget-

The FY24 Budget was discussed. Libby informed the Board of the following line items which could be adjusted as follows:

To Be Lowered:

- 1) Custodial Services- Due to the recent bid award and deep cleanings have been at a minimum the past year.
- 2) Book binding could be lowered since we have not expended this line item in its entirety in the past 3 years.

Needing to be Increased:

The book breakdown should be higher to meet the MBLC's quotas for material expenditures. Libby said we could possibly close the gap by using the McGrane funds (Books made of Paper). Libby stated we need to spend \$179,154 but we are about \$20K under the requirement. She suggested to have an Overdrive budget and extra hours per week for the department administrator and the YA librarian.



Old Business:

Speaker Series- The committee members still need to meet but Libby drafted some programs around the speaker series such as a discussion on Islam, Muslim issues, history on immigration from Somalia, and a writing contest on what it means to be an American. Libby suggested a meet and greet at the Marilyn Rodman Performing Arts Center complete with beverages and hor d'oeuvres and then to transition to Boyden for an hour long talk with the author. After discussion, the Board decided to have the entire event at Boyden. The beverages and food would be set-up on the mezzanine level and the talk could be in the reading area. K. Penders said that worked well with prior speaker series. All were in agreement and it would save money on the rental of the Rodman Center.

Upon a motion made by J. Parlapiano and second by K. Penders, the Board voted to adjourn at 8:54 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio