



## **Board of Library Trustees**

### **Monthly Meeting Minutes**

**Tuesday, December 10, 2019**

-----

Call to Order Call to order, 7 pm. Trustees Collin Earnst, Kevin Penders, Katherine Udden, Deb Stone, and Tom Magee present. FOL President Janice Rosado and Director Manny Leite also present. Christine Igo Freeman was not present.

**Public Input:** No discussion.

Minutes Motion to approve the November minutes by Tom Magee, 2nd by Kevin Penders. Approved 5-0.

**Correspondence** - Lindt chocolate gift basket - Bartholomew Investments

#### **Friends' Report:**

\$3800 Book Sale profit, 75 Friends bags sold

(including a \$500 sale through their online seller of a DVD set)

Giving Tree - 75 Tags taken by giving tree for the Foxboro Discretionary Fund

#### **Prof. Staff Reports**

SAILS conference. Manny, Traci Lorenz and Kathy Lowey attended. Held at the Ted Williams Camp - brought several staff to network and share ideas. Kathy Lowey attended the circulation round table.

**Financial Reports** - Christina will have the financial reports finished by Thursday, December 19. Christina has been working on this in addition to her new position in Town Hall.

**Director's Report** - Budget season is upon us.

Christina informed Manny that she was taking a new position at Town Hall as Community Information Specialist taking over for Amanda Smith.

KBH will handle the community room. Margie will handle the turn over, checks and message board. Manny will take care of the older editions of the Foxboro Reporter. KBH and Manny are working on the payroll after a tutoring session with Christine.

Mike Johns, KBH, Manny are on the hiring committee for the new Department Administrator. This is the new title for the position (formerly department coordinator). There are four good candidates and phone interviews will begin shortly. The goal is to have a new hire in front of Bill Keegan by January 26 in coordination with the payroll schedule. This hire will need trustee approval as opposed to the town manager. Manny will email the trustees to share the qualifications of the candidate for trustee approval.

Liaison Reports - none

Sub-Committees

**Budget** - 2.5 % above/over for expenses

Custodial services - proposed budget is \$1000 over previous budget. If there are any off hours special clean up beyond normal operating causes this creates a "cushion".

SAILS- up \$1000 over previous budget - includes catalog fees, SAILS fees, technology fees, PC support, automation.

Postage - went down \$100 - mostly use the Town Hall's postage machine.

Digital Media - up \$4000 including Hoopla, Freego. A new one called Canopy which focuses on movies. The cost of Canopy is \$2500.

Audio visual Up \$2000 (less due to the digital streaming)

Tom suggests that if the digital streaming was more well known in the community then we would have a greater amount of users. This might change the numbers in the "hard copy" budget line item. Janice suggested that the information about digital streaming could be included in the Friends newsletter. Having the Reporter cover this topic was discussed. Manny will follow up.

Level service directive - we are seeking staffing changes/increases. We're honoring the level service budget though TH has decreased some items for us such as Sunday hours.

We have been behind the times in increasing the budget and staffing. Municipal programs across the region and in our community such as police, schools etc. have increased budget and staffing but the library is behind in adding staff to reach our mission and goals. In order to provide the service, to meet our goals and our mission, the trustees and the director feel strongly that a YA librarian will keep in line with the times. Level services does not equal level staff.

January 2 @ 10- Manny is meeting with Bill and George at TH for 30 minutes for a discussion. Kevin and/or Tom will try to attend. Manny will propose our request for a YA librarian. Letters to the editor may help along with other types of community support.

Collin, Deb and Manny will then meet the 2 Adcom reps with proposed budget.

February - we go for full presentation at the ADCOM meeting.

Tom made a motion to approve the budget, Udden seconded. **5-0 approval.**

**Proposed Holiday Schedule** - motion made by Stone, second by Magee, 5-0

Bagels and coffee for the staff- money collected by the trustees to show appreciation

**Motion to adjourn** 7:50 pm by Magee, seconded by Udden, 5-0