



**Board of Library Trustees
Monthly Meeting Minutes
Tuesday, January 14, 2020**

Call to Order Call to order, 7 pm. Trustees Collin Earnst, Christine Igo Freeman, Kevin Penders, Katherine Udden, Tom Magee, Library Director Manny Leite, and Sue Collins of FOL were present. Deb Stone was not present.

Public Input: No discussion.

Minutes:

T. Magee would like the spelling of his last name corrected. Motion to approve the December 10, 2019 minutes with the spelling correction by C. Earnst, second by C. Igo Freeman. Approved 5-0.

Correspondence:

Tom Magee shared the Christmas card received by Kevin Powers; there was a thank you letter shared with all from Carolyn Matthew for the opportunity to set-up her Puppy Mill display, and lastly, the thank you note to the Trustees from the Boyden Library Staff for the chocolates and wonderful breakfast.

Manny shared the appropriation letter received by the MBLC of Library Trustees indicating Boyden would receive \$12,939.57 in State Aid for FY20. The letter also indicated the second payment will be sent to the Town by the last quarter of FY2020.

Friends' Report:

Sue Collins stated the Friends are doing well financially. Every month, Foxboro Stop and Shop makes a donation to a non-profit agency and this month they donated to the Friends. Also, Adam is our Amazon liaison and is bringing in a substantial amount of money every quarter.

Dave Crimmins just published a newsletter. Sue asked that if anyone makes a sizable donation to the library, let Dave Crimmins know so it can be published in the newsletter.

Sue said the Friends will have their Annual Meeting on February 5, 2020 to approve the state of At-Large Members and approve some minor By-Law changes. She mentioned Barbara Massey is moving to Millis and the Friends will need to recruit a replacement for her. Sue stated the importance of getting new young people and that Dave Crimmins is working on that. Debbie Wendall will be working for the FOL as a book sorter and our first volunteer in the senior tax program.

The following Trustees will be meeting with FOL: K. Penders on Feb 5th, C. Earnst on March 4th, K. Udden on April 1st.

Sue spoke briefly about the need for a YA librarian at Boyden and asked how the Friends can support this position.

Prof. Staff Reports:

Manny informed the Trustees Suzanne is purchasing DVD's and CD's. KBH has taken on additional responsibilities while Christina has been out and will be training Pam on payroll. He mentioned Kacee Rimer's reading of Twas the Night before Christmas at the tree lighting ceremony on November 30, 2019 and that she deserves recognition and praise. He also said Tim is doing a great job in reference.

Financial Reports:

Manny said he will have the financial report next month. He will have Christina work with Pam to have it available for the next Trustee meeting in February. Overall, Manny said the budget is in good shape and Boyden is doing well.

Director's Report:

KBH was with Manny through the entire interview and hiring process for the new Department Administrator. Mike Johns was too but just in an advisory role to guide the process. Manny said after conducting phone and personal interviews we were able to hire Pam Riccio to replace Christina.

Evergreen is looking to be the new ILS (Integrated Library Systems) for the Sails Network. KBH and Manny attended the demonstration at the Middleborough Public Library. Manny stated Boyden will be staying with SirsiDynix as there are no extra start-up fees for this ILS.

The Sails Legislative breakfast will be at Seekonk Public Library Friday, January 17th at 8:00 a.m. to 9:00 a.m. Manny will be speaking at the breakfast.

Manny will be speaking with George Samia about the FY21 Budget.

Liaison Reports:

Per T. Magee, Manny met with Bill Keegan, Mike Johns, and George Samia on January 2, 2020 on the projected budget and more importantly to speak about adding a full time YA librarian position. Manny researched how many area Town libraries have a YA librarian and compiled data to present at the meeting. The outcome of the meeting was that B. Keegan supports the position but was concerned with the benefits that are associated with it. It was explained there is residual money in Boyden's salaries line item due to the two retirements in FY20 and that money could be used to fund the new YA librarian position. B. Keegan asked if Manny could also find some grants to support the position. T. Magee mentioned B. Keegan said, if you could work the YA librarian position in the budget, this is the year to do it.

Manny said there are grants available but only for programming. Manny will be meeting with Christi Farrar about strategies. Manny mentioned he created a timeline based on another intended retirement in Children's Services sometime in October or November 2020. Manny's plan is to find a replacement for this position by the end of the year but would take his time because it is a unique position. The YA librarian would be hired at the same time. Again, there would be additional savings in the salary line item from the late 2020 retirement in Children's Services to fund the YA librarian position.

K. Penders said the questions that may get asked are what other communities have a YA librarian and has any library considered sharing one YA librarian. Manny said our YA librarian needs to have their focus on this community. Manny said he does not want Boyden's needs pushed aside and there could be complex issues related to benefits, etc. Manny assured the Trustees and B. Keegan he would not abuse the hiring process.

Manny said Pam will attend the department head meeting tomorrow at TH.

Manny went over some of the other programs at other libraries and said the presentation with ADCom is February 12th. C. Igo Freeman asked when the meeting with the liaisons would be. Manny said the liaisons will be contacting him soon. Lastly, Manny will be working on getting letters of endorsement for the YA librarian position this week.

Sub-Committees:

Manny is beginning to gather authors for next month. Madeline Miller and Min Jin Lee are a couple but he will try to get a few others.

Old Business:

Sue passed around a preprinted envelope. The envelope is a way to join, renew, or donate to the FOL and told the group she would humbly appreciate any support.

New Business:

Manny explained all public meetings or programs held in a municipal building in which food will be present, will need to have a food permit issued by the Board of Health. The Boyden Library was also required to get a food permit but the fee was waived. The Boyden's permit will cover the Library and FOL but any outside group would need to get their own individual permit at a cost of \$50.00 annually.

Manny is o.k. with allowing food and said Boyden would need to notify the Board of Health of any group that would have food. K. Penders said it would be too difficult to police, because there are groups who have meetings when there is no staff in the library. C. Igo Freeman said we should not have any food. Discussion among the Trustees ultimately supported **not** allowing food because of the difficulty in tracking which groups would have food, enforcement, and the liability associated with it. K. Penders said he would revise the Meeting Room Policy with the following language: "No food or beverages of any kind are allowed and cleanup is the responsibility of the group." Kevin will have the revised policy for the next Trustee meeting and it will be voted on then.

Manny spoke about conducting a Staff Development Day on April 7, 2020 and wants someone from Town Hall to speak about social media and public safety. The plan is to close the library from 9:00 a.m. until 1:00 p.m. for the Staff Development Day. Motion to approve by C. Earnst, second by K. Penders. Approved 5-0.

Motion to adjourn at 8:05 pm by C. Earnst, second by K. Penders. Approved, 5-0.

Respectfully submitted,

Pamela Riccio