



**Board of Library Trustees**  
Meeting Minutes  
Tuesday, April 7, 2020

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**A statement was made by Library Director Manny Leite that the Board of Library Trustees Meeting is a live stream video conference and it is being recorded by Foxboro Cable Access.**

The meeting was called to order at 5:00 p.m. Trustees Collin Earnst, Christine Igo Freeman, Tom Magee, Kevin Penders, and Deb Stone were present as well as Library Director Manny Leite, and Janice Rosado of FOL. Katherine Udden was not present.

**Public Input:** No discussion

**New Security Alarm System/Tony Moussalli:**

A building evaluation by the vendor was not feasible due to library being shut down because of the Covid-19 pandemic. Per Manny, the alarm system will be taken up at the Trustee meeting in May or June and the proposal would be discussed then.

**Minutes:**

Approval of March 10, 2020 Meeting Minutes- Motion to approve the March 10, 2020 meeting minutes by K. Penders second by T. Magee; motion carries 5-0-0.

**Correspondence:**

None

**Friends' Report:**

J. Rosado commented that an additional \$1,000.00 was donated to the library for e-books. J. Rosado stated that everything is up in the air due to the Covid-19 crisis and asked that the dropping off of books be suspended for now. There was discussion about the Friends May book sale. J. Rosado said the Friends would really like to move the books but the Trustees came to the consensus that May would be too soon to hold the sale.

Per J. Rosado, when things open up there will be future discussion with Manny about the book sale with the possibility of holding it in July or August. J. Rosado mentioned the Friends are also looking to pick-up books that have been weeded from the library's collection. Lastly, the Friends will hold their April 8, 2020 book club meeting via Zoom.

**Professional Staff Reports:**

Children's Services is providing on-line story times and 60 second science experiments for patrons. Tech Services continues to purchase materials and catalog. Reference has been answering inquires via ask the librarian and has purchased a large amount of non-fiction titles. Adult Services has been putting out Facebook notices and email blasts and has made non-fiction book purchases. Manny stated staff is actively working even though the library is closed to patrons.



C. Earnst said the pandemic and social distancing has driven us to be creative and engage in new ways with the community. Manny agreed.

**Financial Reports:**

The Financial Report for March was distributed and everything is on track.

K. Penders stated spending for items not needed for the operation of the library should be curtailed. He asked Manny if there was any extra money in the budget that the library would not need to expend and suggested any savings be given back to the Town. Manny stated with regard to the AV and the book budget there probably is not but he said there may be some room in other line items which he would look into.

**Director's Report:**

Manny explained the Lakeview Pavilion donates money annually to the library for the purchase of museum passes. He mentioned the library has a great partnership with the Lakeview Pavilion and the library received their check this month. The library is deeply grateful for their donation and Manny thanked the Lakeview Pavilion for their continued support. He also mentioned the second payment of state aid was received in the amount of \$13,162.84.

Manny stated Boyden will be offering Kanopy which is a new streaming service scheduled to go live on April 8, 2020. It is basically a Netflix for libraries and has all genres and titles. Patrons can access the service remotely with their library card and it has offerings for both adults and children.

Manny stated he had several meetings with Administration and department heads in Gala Room in the past month. Most of the meetings were called to give updates on the Covid-19 crisis and how it relates to daily operations. Manny is currently developing a plan for the library which includes future programming, ways to showcase services offered by the library, and other innovative ways to engage the community and market the library. Lastly, Manny mentioned our Overdrive numbers and Hoopla numbers are up since the library has been closed to the public. He said patrons are able to borrow up to 5 e-books and he thanked the Friends for their donations which has made it possible for the library to purchase more trending titles.

**Liaison Reports:**

Discussion-None

**Trustee Sub-Committee:**

Discussion-None

**Old Business:**

Children's Services selection of new child-friendly furniture- Margi has been communicating with the sales rep from Creative Concepts who lives near New York. Margi will have a proposal next month from the rep. and the Trustees can vote on it then.

Spinney Series author selection update- All Trustees agreed that Manny did an impressive job creating the list of authors and asked Manny which authors he would recommend. Manny said all authors are excellent and gave his top picks. K. Penders asked if there is a range of pricing for these authors and what that would be. Manny said the cost is between \$5K-\$10K. After discussion with the Trustees, there were four top picks for this event and Manny's said he would take the next steps to check the

availability and pricing for each. C. Earnst also asked Manny to inquire about their cancelation policies.

Manny reiterated the dates for the Spinney Series are October 14<sup>th</sup> and October 21<sup>st</sup>. K. Penders thanked Manny for being supportive and keeping everyone informed during this process.

May and June Trustee appointments to the Friends meetings-

The May meeting will be via Zoom on May 6<sup>th</sup> with Tom Magee and Deb Stone attending.

The June meeting will be June 3<sup>rd</sup> with Kevin Penders. It has not been determined if the June meeting will be via Zoom or live.

### **New Business:**

The report on the trust funds was distributed. C. Earnst thanked Manny for the information. K.

Penders said he did not see information on the Beyond Books fund. Manny said he would provide that at the next meeting. K. Penders said Trustees should look at all the Trust Funds in terms of what type of expenditures can be made from each (interest v. principal and interest), how much can be expended, and what restrictions for types of expenditures apply to each.

The vacant seat on the Board of Library Trustees was discussed. Manny mentioned the election has been postponed. Manny asked on camera if any residents are interested in the seat, they could reach out to him.

Manny gave an update on the Coronavirus and how it has impacted library operations. Manny is currently developing a plan on how to deal with the number of patrons who will be allowed into the library and other limitations and/or restrictions once the library re-opens to the public. He also said the library was deep cleaned in March and a second cleaning would be scheduled prior to re-opening. Manny was concerned about the conference room space too and made a suggestion to suspend meeting room usage through May 4, 2020. He asked the Trustees for their thoughts about it. Per Manny, if the Trustees agreed, they would need to take a vote.

A motion was made by K. Penders to suspend meeting room usage until May 4, 2020, motion was second by T. Magee, motion carries, 5-0-0.

C. Earnst said obviously there would be further information coming from the Town and asked Manny to keep the Trustees posted and in the loop on future updates. Manny stated he would and said he has been communicating with Administration as well as surrounding area library directors on best practices once area libraries are clear to open up. Manny mentioned he is concerned with meeting room space. He commented that we should have a plan in place if Governor Baker extends closures beyond May 4, 2020. The Trustees agreed to amend the prior motion as follows:

Motion was made by K. Penders to further amend the vote we have already taken to extend the authority to cancel events and programming at the library in the event Governor Baker extends the non-essential personnel and stay at home provisions that are currently in effect beyond the May 4, 2020 deadline that he has established, second by T. Magee, motion carries 5-0-0.

A motion was made by T. Magee to adjourn at 5:54 p.m. second by K. Penders, motion carries 5-0-0.

Respectfully submitted,  
Pamela Riccio