



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Meeting Conducted Remotely and Recorded live via FCATV.org and YouTube
Tuesday, March 9, 2021

Members Present: Chairman Collin Earnst, Vice Chair Deb Stone, Clerk Christine Igo Freeman, Joyce Parlapiano, Kevin Penders, and Katherine Udden.

Also Present: Library Director Manny Leite and FOL President Janice Rosado.

Called to Order: The meeting was called to order at 7:00 p.m. by Chairman C. Earnst. Followed by a roll call for attendance. All members were present at that time except Joyce Parlapiano who joined the meeting at 7:14 p.m.

Documentation:

February 16, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and February 2021 Financial Report
FY21 Y-T-D Book and AV Breakdown
Website Hosting Agreement prepared by Evan Barta of EPBRI
Book Drive Results prepared by Lesleyann Foster

Public Input:

C. Earnst gave a big thank you to Deb Stone for her 6 years of service, leadership, and tremendous contributions to the Board of Trustees. K. Penders acknowledged the passing of Diane Monahan's husband, Jim. K. Penders and the Board expressed their deepest condolences to the Monahan family.

Approval of Meeting Minutes:

Upon a motion made by K. Penders, and second by D. Stone, the Board voted to approve the February 16, 2021 meeting minutes. A roll call vote was taken: those in favor were C. Earnst, D. Stone, C. Igo Freeman, K. Penders, and K. Udden. The motion was approved 5-0-0.

Correspondence: None

Friends' Report:

J. Rosado said the February 27th book collection day went well. The books were collected by five members of the Friends. The books were sorted and quarantined in the tutor room. Because the first collection was so successful, J. Rosado asked for additional dates of March 13th and 27th and April 10th and 24, 2021. J. Rosado asked the Board to approve these dates and said the friends would follow the same safety protocols.

Upon a motion made by C. Igo Freeman, and second by K. Penders, the Board voted to approve book collection dates of March 13th, March 27th, April 10th, and April 24, 2021. A roll call vote was taken: those

in favor were C. Earnst, D. Stone, C. Igo Freeman, K. Penders, and K. Udden. The motion was approved 5-0-0.

Professional Staff Reports:

The professional staff reports were distributed and discussed. Manny commented that Tim is responsible for the tax forms. He also mentioned the wonderful job Kathy Bell Harney does putting up the beautiful displays in the library and said she has also taken on the duty of writing the column in the Foxboro Reporter since Margi's retirement. There were issues with the microfilm machine last month. The machine was sent out for repair and is now up and running. There were multiple children's programs run in the month of February by Jessica Henderson and they were well received based on attendance. K. Penders asked what LibraryAware is. Manny explained it is a software program which archives various collections and is a way to send out promotional material/email blitzes.

Financial Reports:

The February 2021 Financial Report was distributed and discussed. Manny said there are no highlights this month.

Director's Reports:

Manny completed the Annual 2020 Report and he thanked J. Rosado for helping with the Friends portion of it. Manny said he has been in several Zoom meetings with other library directors. Hot topics this month were the Dr. Suess controversy, coronavirus issues, and snow removal. Manny said the director meetings are a great way to network and share ideas/issues relative to library operations. Manny said the stairwell at the library was repainted and the Community Room is scheduled to be done next. K. Penders asked if SAILS would be having a legislative breakfast this year. Manny confirmed the legislative breakfast has been postponed. J. Parlapiano asked if Manny has a written plan/guideline relative to reopening the conference rooms. Manny said the conference rooms will be closed until materials no longer need to be quarantined. He added, the closure of the conference rooms has resulted in limited space and J. Henderson is looking to run future children's programs outdoors once the weather breaks.

Liaison Reports and Trustee Sub-Committees: None

New Boyden Library Website:

Manny talked about the proposal by EPB RI LLC. Service items would be covered under the host agreement which Manny forwarded to the Board. Manny said if the Board voted on this tonight, it will take at least a few months to get the new website up and running. Manny said it will take time because input from the Trustees, staff, and Friends will need to be incorporated into the content and design.

Upon a motion made by K. Penders, and second K. Udden, the Board voted to proceed with Evan Barta/EPB RI LLC as the vendor for the new Boyden Library website. A roll call vote was taken: those in favor were C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, K. Penders, and K. Udden. The motion was approved 6-0-0.

Update on the Coronavirus and Library Operations:

Governor Baker and the MBLC have updated library safety standards. Under the new guidelines, occupancy capacity limits increased to 50% but Boyden is more restrictive at 20%. It is suggested that patron counts are monitored which is already being done at Boyden. Lastly, quarantine of items has changed from 72 to 24 hours. Manny said in the near future we should start thinking about increasing operational hours to four evenings a week. The reasoning behind this is most libraries are open and there are limited communities in the red zones. C. Igo Freeman asked if Manny is planning to implement the 24 hour quarantine of books immediately. Manny confirmed he is due to the discussion on his Zoom SAILS meeting today.

Manny asked if C. Earnst and J. Parlapiano pulled their papers for the May election. Both confirmed they did. C. Earnst mentioned the Board potentially has a 3 year seat which may be vacant after the election. C. Earnst appealed to anyone watching the meeting this evening, who would like to run, to pull papers.

Upon a motion made by K. Penders, and second by K. Udden, the Board voted to adjourn at 7:41 p.m. A roll call vote was taken; those in favor were, C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, K. Penders and K. Udden. The motion was approved 6-0-0.

Respectfully submitted,

Pamela Riccio