



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Community Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Tuesday, April 12, 2022  
7:00 P.M.**

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**Members Present:** Chairman Collin Earnst, Vice Chairman Kevin Penders, Clerk Christine Igo Freeman, and Joyce Parlapiano.

**Not Present:** Katherine Udden and Anisul Chowdhury.

**Also Present:** Library Director Libby O'Neill and Attorney Frank Spillane.

**Called to Order:** The meeting was called to order at 7:08 p.m. by C. Earnst, followed by a roll call for attendance. J. Parlapiano joined at 7:28 p.m.

**Documentation:**

Special Meeting Minutes- January 6, 2022, February 16, 2022, and March 29, 2022

Meeting Minutes February 8, 2022

Reports- Professional Librarian Reports, Director's Report, March 2022 Financial Report.

FY22 Y-T-D Book and AV Breakdown

Meeting Room Policy

**Public Input:**

Attorney Frank Spillane stated the Boyden Library is a beneficiary of \$50K from the estate of Richard M. McGrane. The money was gifted to the Boyden Library and must be spent on "books made of paper". He explained there are two documents C. Earnst must sign as the Chair of the Board prior to receipt of the check: 1) the assent (it is for the Probate Court and it is used to close the estate) and 2) a release which the Attorney General likes to see because it releases the estate from liability. Attorney Spillane said these are standard forms whenever there is a gift from an estate. K. Penders, said for transparency reasons, it should be put on the May agenda to vote to accept the donation. The Board agreed and said a thank you letter will be written to the Personal Representative, Constance McGrane.

**Approval of Meeting Minutes:**

**January 6, 2022:** K. Penders noted there wasn't a quorum at the January 6th meeting. Therefore, the Board can't approve the minutes but rather need to take administrative note of the minutes. C. Earnst, K. Penders, and C. Igo Freeman, were in attendance that night and K. Penders moved to take administrative note of the minutes of January 6, 2022 with no changes needed, second by C. Igo Freeman. Administrative note approved 3-0-0.

**February 8, 2022:** Upon a motion made by K. Penders and second by J. Parlapiano, the Board voted to approve the February 8, 2022 meeting minutes with no changes being needed. A roll call vote was taken. All were in favor and the motion was approved 4-0-0.

**February 16, 2022:** K. Penders could not vote to approve these minutes because he was not present at this meeting. K. Penders abstaining would mean there is no quorum to approve the minutes. K. Penders and the Board agreed to table these minutes for approval until the next Trustee meeting in May.

**March 29, 2022:** Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to approve the March 29, 2022 meeting minutes with no changes being needed. A roll call vote was taken. All were in favor and the motion was approved 4-0-0.

**Correspondence:**

Libby received an email from Stephen Lewis and she stated she will elaborate in her director's report.

**Friends' Report:**

There was no representative present from the Friends therefore C. Igo Freeman gave the update. The Spring Book sale will be May 19th, 20th, and 21<sup>st</sup>. Founders Day is back in 2022 and FOL would like some Boyden staff to participate in the parade. The Board agreed that Libby and Jessica Henderson would be good choices to attend. The theme this year is "Together Again". Lastly, the FOL membership renewal information was sent out.

**Professional Staff Reports:**

The professional staff reports were reviewed. Libby stated the Youth Services Department is planning a great summer with programming and events. The union contracts are close to being ratified. Libby is excited to get the "Library of Things" started at Boyden. It was noted that K. Rimer applied for a Cultural Council grant and was awarded \$500.00 to put towards a new program called "Library of Games". K. Penders spoke about J. Henderson's professional report. He liked that it was robust. K. Penders would like Jessica to come in to speak about upcoming programming either at the May or June 2022 Trustee meeting. He also would like her to come to a fall meeting to discuss and give an update/feedback on the successes of the programming. Libby said she would arrange that.

**Financial Reports:**

K. Penders was concerned about the custodial services budget only being expended to 53.4% as of the end of April. It was explained there would be additional expenses beyond regular daily cleaning such as window washing. Window washing is not performed until warmer weather but it will be completed before the end of the fiscal year. Also, it was noted that Boyden's custodial services went out to bid in 2020 for FY21 and FY22 services. The vendor who was awarded the cleaning contract came in lower than the prior vendor which created some excess savings. However, there are some additional services Boyden would like completed such as carpet shampooing and a deep clean of the library before the end of the fiscal year which should use up most of that line item.

**Director's Reports:**

Libby spoke about her on-boarding and how she met with all department heads. She also started one-on-one meetings with staff to discuss Boyden's strengths, ideas where there could be improvement, and also areas where professional development would be beneficial. Libby will be on the cable show "Around Foxborough" in June 2022.

Libby mentioned she was contacted by Stephen Lewis who is looking to place a display at Boyden in September themed "Peace". Stephen sent Libby 5 images of the display. Libby felt any images being displayed should be reviewed 100% before approving this request. She also mentioned she would



like to revisit the display policy at the next Trustee meeting and suggested it might be a pragmatic approach to feature only local artists and those in surrounding Towns. K. Penders said the policy has been reviewed a few times and any further changes would need to be run through Town Counsel. C. Earnst said to put limitations to only local artists might be too restrictive and we should look at the policy in a broader sense. C. Earnst said ultimately, it is the library director's discretion to approve or deny any requests.

C. Earnst asked if there are only 5 images or is there more art? Libby said she would circle back with Stephen to see if there are additional images. C. Earnst reiterated, "Based on the policy of the Trustees, we want to see all the art work".

Additionally, Libby was approached by the Boyden staff who would like to do plantings outside the library. Libby asked if there were funds that could be used to buy the plants. The labor necessary to perform the work would be donated by Boyden's staff. C. Earnst and the Board agreed it would be a great idea. The Board discussed giving an allowance of \$300.00 for plantings and possibly more in the future.

Upon a motion by K. Penders and second by J. Parlapiano, the Board voted to authorize the library to expend an amount not to exceed \$300.00 for plantings/beautification out of the appropriate gift fund or the Beyond Books fund. The motion was approved 4-0-0.

K. Penders asked if there was a legislative breakfast this year. Libby confirmed she attended the central MA breakfast. K. Penders, asked that when these come up to let the Trustees know because some Trustees like himself may want to attend.

#### **Liaison Reports/Trustee Sub-Committees:**

K. Penders, reported that Town Meeting is May 9, 2022 and the YA position may need to be defended on TM floor. K. Penders also said it might be a good idea to start discussing the speaker series and it should be put on the May agenda. He gave the history of the speaker series and said it is an annual program with a series of events including a key note speaker. The rationale of having it in the fall is to be consistent so it is on the map with the Town and residents look forward to it each year.

#### **New Business:**

##### **Page Positions and Rate of Pay:**

Libby prefaced the conversation to say the two new pages that were hired in December 2021 are already resigning and our third page just gave his notice this week. Libby explained the page position rate of pay is only \$12.75 per hour which is well beneath minimum wage of \$14.25. She stated there have been other positions posted on the Town's website with a higher pay range (i.e. seasonal/gate position posted at a rate of \$13.00-\$16.00/hour). The pay scale information posted under Human Resources for seasonal workers that encompasses the page position/recreational positions is for FY21 and therefore outdated. Based on FY21's pay scale, there are 4 steps as follows: Step one @ \$12.75, two @ \$13.25, three @ \$13.75, and four at \$14.25. In order to retain the pages, she suggested to revisit the rate of pay for the page position. Per C. Earnst, he would be supportive of raising the wage. K. Penders said he is not opposed to raising the rate but he would need to find out what the process is, stating it might be a discussion for M. Johns. Libby said she would like to raise the rate to a reasonable amount and said she would follow-up with M. Johns.

**Conference Rooms- Review & Discussion of Food/Drink Policy-**

Libby explained she would like to do programming that involves food. She suggested to amend the “Meeting Room Policy” to say “Food is allowed only for library sponsored events”. This would be different than outside groups who bring food in because during programming, there would be staff supervision and any spills or extra clean-up would be addressed by the staff on the day of the event. This would mitigate the issues in the past where spills were not addressed promptly and therefore led to set-in stains. The Board said the BOH will require a food permit and may require someone to be certified in “ServSafe”. Libby said she would look into getting certified. K. Penders stated that to amend and adopt policy changes would take a minimum of two meetings (2 months).

Upon a motion made by K. Penders and second C. Igo Freeman, the Board voted to adjourn at 8:40 p.m. A roll call vote was taken. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio