



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

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

**Not Present:** Anisul Chowdhury

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

**Documentation:**

Special Meeting Minutes- February 16, 2022

Meeting Minutes April 12, 2022

Assent and Release Relative to Donation from the McGrane Estate

Gift Form To Accept A Donation on Behalf of the Foxboro Garden Club

Reports- Professional Librarian Reports, Director's Report, April 2022 Financial Report

Holiday Schedule Memo- July 2022 through January 2023

FY22 Y-T-D Book and AV Breakdown

Meeting Room Policy

**Called to Order:** The meeting was called to order at 7:01 p.m. by C. Earnst. C. Earnst asked to do the reorganization of the Board after the acceptance of the donations. All Board members were in favor of this.

**Public Input:** None

**Frank Spillane and Gift of \$50K from the Estate of Richard M. McGrane:**

Frank Spillane appeared before the Board and asked C. Earnst to put forward a motion to vote to accept the donation of \$50K from the McGrane Estate. Frank also explained the Assent and Release would need to be executed before the check could be given to Boyden to be deposited.

Upon a motion by K. Penders and second by J. Parlapiano, the Board voted to accept the donation from the Estate of Richard M. McGrane in the amount of \$50,000.00 to be used for "books made of paper" and to authorize C. Earnst to executive the assent and release as Chairman of the Board. All were in favor and the motion was approved 5-0-0.

K. Penders stated a thank you note would be sent on behalf of the Board and C. Igo Freeman agreed to do that.

**Carol Haddad and Gift of \$750.00 from the Foxboro Garden Club:**

Libby explained the interest by Boyden staff to beautify the library grounds. Libby asked the Board to accept the donation made by Carol Haddad on behalf of the Foxboro Garden Club to be used for the purpose of plantings and beautification of the library grounds.

A motion was made by K. Penders and second by J. Ooi to accept the gift of \$750.00 from the Foxboro Garden Club to Boyden Library for beautification/plantings on library grounds. All were in favor and the motion was approved 5-0-0.

**Board Reorganization:**

The Board reorganization was done at 7:11 p.m. and was taken out of order (after votes on donations).

Chairman- C. Earnst mentioned he can serve in this role however if there is interest by other members, he would step down. After discussion by the Board, K. Penders nominated C. Earnst to be Chairman second by C. Igo Freeman. All were in favor and the motion was approved 4-0-1. C. Earnst abstained.

Vice Chairman- K. Penders explained the role of Vice Chair which includes defending the budget, willingness to speak at Town Meeting, assisting with the library director evaluation, and steps-in when the Chair is not available. K. Penders said it is a support role to the Chair. K. Penders encouraged the other Board members to consider ramping up to take on new roles in future years. After discussion by the Board, C. Earnst nominated K. Penders for Vice Chair, second by J. Parlapiano. All were in favor and the motion was approved 4-0-1. K. Penders abstained.

Clerk- K. Penders explained the role of Clerk is to handle all the correspondence, organize the performance evaluation for the library director, and if the Chair and Vice Chair are not available, the clerk steps in. Lastly, the Clerk supports the chair and the vice chair at meetings whether or not public speaking is involved. After discussion by the Board, C. Earnst nominated C. Igo Freeman as Clerk and second by K. Penders. All were in favor and the motion was approved 4-0-1. C. Igo Freeman abstained.

The Board discussed sub-committees and suggested at least 2 board members for each with a possibility of 3 for some.

**Finance/gifts-** J. Parlapiano was chosen as the lead with C. Igo Freeman as the support. A. Chowdhury would be the shadow.

**Events-** J. Parlapiano and C. Igo Freeman would co-lead and J. Ooi would be the shadow.

**Marketing and Communications-**It was suggested by K. Penders to roll this into Events.

**Budget for Select Board and AdCom-** C. Earnst serves on this by default as Chairman and K. Penders as Vice Chairman. J. Ooi is the shadow.

**Facilities-** It was decided facilities is not needed per se but rather on an “as needed” basis only (i.e. where to sit the YA librarian).

**Technology-** It was decided it would be on an “as-needed” basis.

**Strategic Planning-** K. Penders explained it was eliminated last year. He stated there is already a strategic plan in place because it is required by the MBLC.

**Approval of Meeting Minutes:**

Special Meeting Minutes February 16, 2022:

K. Penders said neither he nor J. Ooi were present at the February 16, 2022 meeting so there is not a quorum to approve these minutes. K. Penders stated A. Chowdhury would need to attend a future meeting to get this set of minutes approved. C. Earnst stated these minutes will remain in draft form and he will try to contact A. Chowdhury to attend the next meeting.

A motion was made by K. Penders and second by J. Parlapiano to hold the February 16, 2022 minutes. All were in favor and the motion was approved 5-0-0.

**Meeting Minutes April 12, 2022:**

Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to approve the April 12, 2022 meeting minutes with no changes being needed. All were in favor and the motion was approved 4-0-1. J. Ooi abstained.

**Correspondence:**

None

**Friends' Report:**

J. Rosado mentioned the book sale is May 19<sup>th</sup> through May 21<sup>st</sup>. FOL will be setting up on Wednesday, May 18<sup>th</sup> for this event. Lesleyann is extremely organized and has a spreadsheet with details on what is needed logistically before, during, and after the sale. J. Rosado said it is great because it creates ownership. The sale opens Thursday morning. Friday there will be a bag sale from 3 p.m. to 5 p.m. for members. The bag sale will also run all day Saturday. M. Rossetti has taken charge of the bookshop and responsibilities associated with that. Volunteer appreciation notes will be sent out. The Friends are looking at the membership fees and may decide to change them. They are also updating the Friends information on the website. J. Rosado said the Friends are working on getting a horse and carriage for the Founders Day parade and would like Libby to be in it. The carriage would be decorated and J. Rosado is looking to get a banner made too. She is looking for volunteers to hold the banner and it was suggested to ask patrons. C. Igo Freeman asked if the horse and carriage isn't available on June 11<sup>th</sup> could the library fund a classic car.

A motion was made by C. Igo Freeman and second by J. Parlapiano, to authorize a horse and buggy rental or an antique car for the use at the Founder's Day festivities and the cost to be paid for out of the Beyond Books fund with a cost not to exceed \$2,000.00. All were in favor and the motion was approved 5-0-0.

**Professional Staff Reports:**

The professional staff reports were reviewed. The professionals are wrapping up fiscal year spending. The April vacation program was not as well attended as February according to J. Henderson. School visits at Boyden are going well and children are happy those visits are back. There were flyers created for summer reading and new library cards. K. Penders mentioned the YA space. K. Penders asked if Libby considered having a focus group with YA's. Libby said she has reached out to the high school librarian but she has not been able to connect. Libby will be starting a teen advisory board but she is waiting to get the YA librarian position filled.

**Financial Reports:**

The Financial Reports were reviewed. The budget is on track and it was mentioned that some line items may need adjusting in FY24 such as the digital/electronic media, AV, and non-fiction.

**Director's Reports:**

Libby's stated her "meet and greets" have been ok. There were only a few people at each but it was beneficial for feedback purposes. She informed the Board she created a community survey which was sent out via email and has been posted to the website. There is also a QR code to access the survey. Currently there are 50 responses. The most popular are cooking programs and recipe swaps. She reported some concerns with BOH but explained educational programs with food that are "shelf stable" would be fine to run. Author talks, and travel are also very popular. K. Penders suggested an event with the "travelling librarian" because he does talks on travel and was well received at Boyden. Libby's main focus is to get people in the building but asked if it is o.k. to sprinkle in some virtual programs so people at home could participate. She likes virtual programs because you can tap into programs all around the world. J. Parlapiano asked if there is a way to re-broadcast the programs. K. Penders said it can be done through Foxboro Cable Access. Libby is also looking into a LEGO club, story times for older kids, forming some programming for adults during the summer, and a family trivia night. The YA job description was discussed and Libby is looking to get it posted as soon as possible. Libby created a formal incident form and will implement it for internal use only. Libby touched on Stephen Lewis and explained she did not receive any more images from him. Currently he is not approved for his Peace display. She is waiting for Stephen to get back to her.

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

C. Earnst said there are no reports and asked that going forward on the agenda that it be listed as "Trustee Sub-Committees".

**New Business:**

Fall Speaker Series- Libby came up with some ideas based on the sentiment of wanting diverse speakers. Libby suggested local author Celeste Ng who is the author of "Little Fires Everywhere" and "Our Missing Hearts." She lives in Cambridge so there would not be travel cost involved. Libby also suggested, Nadia Hashim who has a new hardcover novel "A House Without Windows", Mexican author Silvia Moreno-Garcia, and other Vietnamese and Native American authors too. Libby asked for more guidance from the Board. K. Penders suggested since there is a subcommittee in place for the Speaker Series, it's best to discuss with C. Igo Freeman and J. Parlapiano. He also suggested it might be beneficial to look at materials sent to the Board for authors that were considered in prior years. Libby asked what the budget is for this event and K. Penders said it would be something to be voted on by the Board but typically it is around \$10K to \$12K.

**Holiday Schedule July 2022 through January 2023-**

The holiday schedule was reviewed and discussed. C. Earnst noted that Columbus Day should be referred to as Indigenous People's Day going forward. Libby put forward a request from the staff to be closed on Friday, November 25, 2022 (the day after Thanksgiving). The Board collectively agreed the Library would be open on November 25<sup>th</sup> and therefore the request for closure on that day is noted but not approved.

A motion was made by K. Penders, and second by J. Ooi, to approve the holiday schedule with amendments as follows:



Summer Saturdays from July 2<sup>nd</sup> through September 3<sup>rd</sup>- Open 10:00 a.m. to 1:00 p.m.

July 4<sup>th</sup> (Independence Day)-

- Open on July 2<sup>nd</sup>-Open 10:00 a.m. to 1:00 p.m.
- Closed on July 3<sup>rd</sup>
- Closed on July 4<sup>th</sup>

September (Labor Day)

- September 3<sup>rd</sup>- Open 10:00 a.m. to 1:00 p.m.
- September 4<sup>th</sup>- Closed
- September 5<sup>th</sup>- Closed

Closed Monday, October 10<sup>th</sup> (Indigenous People Day)

Closed Friday, November 11<sup>th</sup> (Veterans Day)

Thanksgiving

- November 23<sup>rd</sup>- Open 10:00 a.m. to 5:00 p.m.
- Closed November 24<sup>th</sup>
- November 25<sup>th</sup>- Open 10:00 a.m. to 5:00 p.m.

Christmas

- December 24<sup>th</sup>- Open 10:00 a.m. to 1:00 (Christmas Eve)
- Closed December 25<sup>th</sup>
- Closed December 26<sup>th</sup>

New Year's Eve

- December 31<sup>st</sup> Open 10:00 a.m. to 5:00 p.m. (New Year's Eve)

Closed January 1<sup>st</sup>

Closed January 2<sup>nd</sup>

Closed Monday, January 16, 2023 (MLK Day)

All were in favor and the motion was approved 5-0-0.

**Old Business:**

**Page Positions and Rate of Pay:**

Libby stated Mike Johns wanted her to get comps of all area communities. M. Johns was going to discuss this with the Personnel Board in a meeting that was scheduled in May but it got cancelled because of a conflict. The meeting will be rescheduled and M. John's will suggest minimum wage for the pages at that meeting.

**Meeting Room Policy- Review & Discussion to Amend the Food/Drink Policy-**

Libby sent the updated version of the Food and Drink policy. She asked the Board to approve the wording "Food and Drink is only allowed for library sponsored events".

K. Penders stated the policy was discussed but it should be voted on at the next meeting and should be put on the agenda for approval.

**Boyden Library Beautification Update-**

Libby stated staff members Vickie Kusleika and Kim Ferguson have put together a plan for the plantings. Libby is meeting with the landscaper tomorrow to go over the layout, discuss if pavers are needed, etc. The beautification project may extend into the fall to include planting a small tree.

Upon a motion made by C. Igo Freeman and second K. Penders, the Board voted to adjourn at 9:55 p.m. All were in favor and the motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio