



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Meeting Conducted Remotely and Recorded Live via FCATV.org and YouTube
Tuesday, May 18, 2021

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

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

Called to Order: The meeting was called to order at 7:02 p.m. by Chairman C. Earnst, followed by a roll call for attendance. All members were present at that time except Christine Igo Freeman who joined the meeting at 7:04 p.m.

Documentation:

April 13, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and April 2021 Financial Report
FY21 Y-T-D Book and AV Breakdown

Election of Officers and Board Reorganization:

The Board was reorganized as follows:

Upon a motion by K. Penders and second by J. Parlapiano, C. Earnst was nominated and appointed Chairman. After a roll call vote, the motion was approved 4-0-1. C. Earnst abstained.

Upon a motion by C. Earnst and second by K. Udden, K. Penders was nominated and appointed Vice Chairman. After a roll call vote, the motion was approved 4-0-1. K. Penders abstained.

Upon a motion by C. Earnst and second by J. Parlapiano, C. Igo Freeman was nominated and appointed Clerk. After a roll call vote, the motion was approved 4-0-1. C. Igo Freeman abstained.

Trustee Sub-Committee/Liaison Roles– K. Penders said they should be reviewed to see if they are still appropriate. J. Parlapiano said she needed some clarity on the committees and sub-committees. K. Penders gave a brief explanation of each below and the Board agreed on who should serve in each role. Manny said the only committee we don't have is a marketing committee but said it might fit with the events committee. C. Earnst and K. Penders agreed with Manny's statement but said they would keep them separate.

Budget/AD Com- The role is to develop the budget, represent the library before AdCom and Town Hall, and answer any questions. C. Earnst and K. Penders will serve in this role.

Personnel- Involved with union concerns brought to the director that require Trustee input. Responsible to send out, receive, and marry the input of the Trustees for the library director's evaluation. K. Penders said the Clerk will coordinate the director's evaluation. He added personnel issues could be brought to the Chairman or Vice Chairman.

Personnel and Gifts/Trust (Funds)- Will not be a subcommittee. The roll is to work with Bartholemew to manage the funds and is the point of contact who schedules 1-2 meetings per year. The Clerk will coordinate in this role going forward.

Facilities/Building- The role is to spear head any maintenance/repairs needed in the library. K. Penders and K. Udden will serve in this role.

Events- The role is to address the long-term options for the Spinney Series. Plans well in advance key note speakers, where the event will be held, theme, and involve all age groups. C. Igo Freeman and J. Parlapiano will serve in this role.

Marketing and Communications: This is a new category which will work closely with the Events Subcommittee. K. Udden and J. Parliapiano will serve in this role.

Strategic Planning- This role was developed to address a long-range plan which includes who is using the library and what the patrons want to have for their use in the library. Manny files this with the MBLC once every 5 years. FY26 will be the next time it is filed. The role is to implement the outcome of the next strategic plan. K. Penders said he doesn't think it needs to be an active committee. C. Earnst agreed and decided to take this committee off the list.

C. Earnst congratulated J. Parlapiano on the election. Anisul Chowdhury was the write-in candidate. C. Earnst said Mr. Chowdhury was contacted and he plans to join the Board.

Jessica Henderson- Summer Reading Program:

Jessica recently purchased Wowbury which does a weekly email of materials, offers widgets for the website, and is easy to use. There were also new databases purchased such as Scholastic Book Teachables, Lightbox, Teen Health and Wellness, and Teen Book Cloud (database of e-books).

Jessica highlighted summer reading has a hefty series of events scheduled at Payson. There will be a teen kick-off party with henna tattoos, a puppet show, Teddy Bear picnic, etc. She is hoping for Pat Patriot to make an appearance. There will also be metalsmithing for teens where participants make a copper key chain and lastly, a comic drawing program. Registration for these events are being taken now.

K. Udden asked what Wowbury is and how it works. Per Jessica, it markets the collection by posting twice each week. You can also schedule automatic posts as well and patrons can subscribe to it.

Public Input: None

Approval of Meeting Minutes:

Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to approve the April 13, 2021 meeting minutes. After a roll call vote, the motion was approved 5-0-0.

Correspondence: None

Friends' Report:

J. Rosado said the May book sale was successful and the Friends made \$2,892.78. Janice asked the Board to allow her to continue with collection days for future book sales. The next Friends meeting is June 2, 2021 and K. Penders will attend.

Professional Staff Reports

KBH did a wonderful Mother's Day display in the library. KBH also created a newsletter for the patrons using LibraryAware. Suzanne continues to purchase CD's and DVD's. Manny touched on the new software Jessica has purchased. Manny said Tim continues to help patrons with tax forms, the RMV website, and US passport applications, etc.

Financial Reports:

Manny said we have expended about 83% of the FY21 total budget. He mentioned FY22's budget was passed at Town Meeting and it will be used wisely. Manny thanked the resident patrons for their support. K. Penders said we should look at the areas where we are over budget (especially streaming) when working on the next budget. Manny agreed he would be adjusting the numbers in the next fiscal year.

Director's Reports:

Manny thanked the Foxboro Garden Club for dropping off flowers to spruce up the library. Manny said some libraries are not having summer programs. Manny said the Friends continue to raise money for the library and we are very fortunate to have a strong Friends group. At the department head meeting it was mentioned Foxborough is working on an updated Economic Development Guide. Manny thanked Foxborough IT for helping to update our server so that the security cameras could be put back on-line. Manny said along with the FY22 budget, the Library union contract was passed too.

Liaison Reports:

C. Earnst mentioned AdCom and Board of Selectmen should be eliminated. He stated these roles should be rolled into subcommittees. K. Penders and the Board suggested the Selectmen get in touch with the Trustees through the Executive Board.

Spinney Speaker Series:

Manny said the idea was to broaden the subject matter for this event. Manny said he sent out a packet to the Board with his recommendations. He mentioned, Ish Gen has a larger bibliography but it would cost more to secure this author. However, she lives in the Natick area so there wouldn't be travel costs. Other considerations would be Bodini Bospie who has a new release called "Sister of the Bollywood Bride". Manny said it's a similar story to "My Big Fat Greek Wedding" only based on Indian culture.

Manny said he knows the fee for the above-mentioned authors and these are the ones he is suggesting. He also said they are available but he will also reach out a third author.

C. Igo Freeman said she would need to do some research as she is not familiar with the Indian culture but said we could do something creative for all ages. J. Parlapiano said it would be interesting to incorporate food, fabrics, etc. to make it a fun event. K. Penders said cultural diversity and awareness is critical but questioned if we should be remembering the 20th Anniversary of 911. He said 911 is separate and distinct and it would be the same timing as the Spinney Series. However, he agreed it might be difficult to incorporate activities around a 911 theme. J. Rosado said most likely the Town would be doing an event for 911 and suggested the library could partner with the Town on that and keep the Spinney Series separate.

C. Earnst asked if we could reach out to the Marilyn Rodman Center to see what the availability is to book the venue for the Spinney Speaker Series. J. Parlapiano agreed to reach out to the MRC. C. Igo Freeman said she would bring the budget for this event to the Board for discussion. J. Rosado asked if they could do “Foxboro Reads” with the book and then go into the Spinney Series. C. Igo Freeman asked if Manny could keep the Board updated on this topic over the next month.

New Boyden Library Website Update:

A rough template has been created and sent out. Jessica is working with Evan on the children’s and teen page. Evan is also working on the header, logo area, and images of the library.

Update on the Coronavirus and Library Operations:

Manny said the Governor came out yesterday with information that as of May 29, 2021 capacity can increase to 100%. Manny said libraries are in a miscellaneous section now (not their individual category). Manny reached out to the Town’s BOH to get guidance. The BOH said patrons should be encouraged to wear a mask indoors but not mandated. There is a Town policy being developed now and it will be out by May 29, 2021. K. Penders said we should get guidance from the MBLC but Manny said he doesn’t think we will get anything from the MBLC. Manny specifically asked the Trustees to vote on capacity, masks, and opening the Community Room for the public to use.

The Board discussed masks. K. Udden stated she believes most people will continue to wear masks vs. not wear masks. J. Parlapiano said we should start trusting the vaccine and she was concerned those who continue to wear masks might be made fun of. She also added its time to feel more comfortable and if things change then we can pivot back. C. Igo Freeman said we should encourage mask wearing but not mandate it.

Upon a motion by C. Igo Freeman the Board voted as of May 29, 2021 Boyden will be open at 50% capacity (188 includes patrons and staff), masks are strongly encouraged but not mandated, and the Community Room will be re-opened in keeping with state and local guidelines. The motion was second by J. Parlapiano. A roll call vote was taken those in favor were C. Earnst, C. Igo Freeman, J. Parlapiano, and K. Udden. The Board approved the motion 4-0-1. K. Penders abstained.

Before adjourning, K. Penders asked if the next Trustee meeting would be in person or virtual. C. Earnst said we will plan to meet in person.

Upon a motion made by K. Penders and second by K. Udden, the Board voted to adjourn at 9:21 p.m. A roll call vote was taken; those in favor, C. Earnst, C. Igo Freeman, J. Parlapiano, K. Penders, and K. Udden. The motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio