



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Room
10 Bird Street, Foxborough, MA 02035
Tuesday, October 12, 2021
7:00 P.M.**

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

Members Not Present: Joyce Parlapiano, Katherine Udden, and Anisul Chowdhury.

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

Called to Order: The meeting was called to order at 7:04 p.m. by C. Earnst, followed by a roll call for attendance. All members were present at that time except Joyce Parlapiano, Katherine Udden and Anisul Chowdhury. C. Earnst announced the meeting would be informational and no votes would be taken due to a lack of a quorum.

Documentation:

September 14, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and September 2021 Financial Reports.
FY22 Y-T-D Book and AV Breakdown
Draft Version- Visual Display Policy

Public Input:

None

Approval of Meeting Minutes:

The Board reviewed the meeting minutes from September 14, 2021 and had no revisions. C. Earnst said a vote to approve these minutes should be put on the November 2021 Agenda.

Correspondence:

There was a note from Betsy Buckland thanking the staff for their support during her tenure at the library and for the send-off she was given at her retirement party. Manny will cover that in his director's report.

Friends' Report:

J. Rosado said the newsletter is still chaired by D. Crimmins. J. Rosado asked the Board if they would like to put anything in it. C. Earnst said it would be a good idea to put the trustee vacancy in the letter. He also asked C. Igo Freeman to do a write-up on the Signature Series. J. Rosado will let D. Crimmins know.

J. Rosado mentioned Jack Authelet will be a guest speaker at Boyden Library on November 14, 2021 to celebrate the Friends 60th anniversary. J. Rosado mentioned PayPal and Venmo will be used and tested for the upcoming book sale and to collect membership fees. K. Penders, was concerned about the Friends accepting money through these vendors because the Friends are a 501C(3). He said J. Rosado should explore the implications of this because it could be an issue. J. Rosado will check into it and report back. The Friends' Book sale will be November 18th through the 20th and there will be a bag sale too. The book sale will be advertised. Donation days have been very positive and the last one before the book sale will be October 30th. J. Rosado said the Friends had a big donation of CD's and Adam sold about \$700.00 from that donation.

J. Rosado assigned the following Trustees to attend the upcoming monthly Friends meetings which are scheduled on the first Wednesday of each month as follows:

November 2021- C. Earnst
December 2021- No meeting in December
January 5, 2022- K. Penders

Professional Staff Reports:

Manny said Jessica attended a webinar with David Pikley who is the author of *Captain Underpants*. Kacee applied for a Cultural Council grant, Manny attended a story time hosted by Kacee Rimer at Patriot Place. Suzanne purchased horror DVD's, including *Candy Man* and *New Escape Man*. Also purchased were Dube Brothers and Robert Plante CD's. Tim continues to field reference questions and has been assisting patrons on how to use Libby. KBH did the display for the Signature Series. She also created the posters and brochures for that event as well as the upcoming Author Series.

Financial Reports:

The budget is on track. Manny has been working with Finance on the ARIS report. He had issues with FY20's budget numbers. The salaries were off and it was discovered that line item was incorrect. The issue had to do with retro pay and the Accounting Department corrected the error.

Director's Reports:

Manny said there was a retirement party for Betsy Buckland at Bertucci's Restaurant. Betsy retired after 16 years of service at Boyden and 5+ years at the schools. Manny spoke of the elevator incident where two young ladies got stuck in it. While in the elevator, one of the ladies called the circulation desk and the staff instructed her on what to do. The fire department was on scene moments later and were able to get the elevator door open. The elevator was repaired and the cause was a malfunctioning sensor. Boyden also had a clogged toilet. Maintenance was called and a plumber snaked it to alleviate the clog. The projection screen in the Community Room was malfunctioning too. Manny is looking to install a white board to replace the projection screen so we don't have issues in the future. Manny also suggested replacing the projector too because it is an older model. C. Earnst said it is something we can talk about at November's meeting. Interviews for the Senior Library Assistant have been completed.

Liaison Reports/Trustee Sub-Committees:

None

New Business:

Bill Dudley Artwork Request- Bill Dudley's mom painted a map and wanted to know if Boyden would be interested in showcasing it. Manny will reach out to Bill to get the dimensions of the map. Manny commented that he would like to see it before agreeing to showcase it.

Trustee Vacancy:

Manny contacted Town Clerk Bob Cutler regarding the write-in candidate who was elected as a Trustee this past May. Per B. Cutler, the Board of Trustees has no control over the person coming or not coming to the meetings. B. Cutler suggested the Board send a registered letter to the member to have him officially resign if he has no desire to attend the monthly meetings. Per K. Penders, this issue has come up in the past with seated Trustees. He informed the Board about a provision for this in Article 2 (Membership), Paragraph 4 of the Trustee By-Laws. This member missed June, September, and October's meeting. Failure for him to arrive in November will be the 4th missed meeting. Per K. Penders, he is only eligible to fill the seat for one year because he is a write-in candidate. Therefore, he would need to run in May's 2022 election. C. Earnst will draft a letter to Mr. Chowdhury and send it certified mail. This will give him an opportunity to answer.

Kacee Rimer Tuition Reimbursement / Course Recommendations:

Manny sent the documentation for reimbursement to Town Hall. The courses submitted for reimbursement were taken in FY21. Therefore, submittal for reimbursement should have occurred in that fiscal year. At this point there would need to be an article put on the May ATM Warrant or use a gift fund for reimbursement. If the Board agreed to use a gift fund it would have to be approved and voted on by the Trustees. K. Penders said the only fund that could be used is the Beyond Books fund but added the fund should not be utilized for this expense. K. Penders said the correct process should be followed and said he would suggest a warrant article in May of 2022. Going forward, J. Rosado asked if the Board could pre-approve tuition expenses contingent on acceptable grades (per the union contract). K. Penders said the Board would need to have a pre-approval process in place subject to the grade so that Manny can budget for tuition reimbursement accordingly. C. Earnst said the vote can be taken at the November 2021 meeting.

Visual Display Policy:

Manny revised the policy and said a vote could not be taken tonight due to a lack of a quorum. However, he asked the Board to review the policy. Some language was just housekeeping. Added to the policy were "displays will be exclusively in the Community Room" and "all need a write-up on what the display is about". Per K. Penders, displays don't need to be in the Community Room rather the library can say where they want to display them. K. Penders said space outside the Community Room specifically in the hallway and other areas of the library could be utilized. He said he doesn't have an issue with having the displays solely in the Community Room either but the best use of space is what should be considered. By having displays solely in the Community Room, it might limit the amount of displays that can be displayed in a month. C. Earnst mentioned displays in the view of the patrons could be construed as the library's display. The Trustees will look at the amended policy and vote it at the next meeting. K. Penders said the revised policy should be vetted by Town Counsel before it is voted on. C. Earnst said any suggested edits could be sent directly to Manny.

Signature Series:

Manny said it was a fantastic program. The history of Bollywood had 21 attendees. The second program was not well attended and he thought it was because of the weather that day. The program at the Orpheum was probably the best program the library has ever had. There was Indian dancing and the attendees were allowed to dance on the stage too. C. Igo Freeman said it was great because there were all ages who attended and participated in the dancing. Nandini was so dynamic and inclusive. Manny has recommended her to other libraries. C. Earnst commended Manny on the Bollywood program because he delivered a diverse event which the Trustees asked for.

Upon a motion by K. Penders and second by C. Igo Freeman, the Board voted to adjourn at 8:38 p.m. The motion was approved 3-0-0.

Respectfully submitted,

Pamela Riccio