



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Room
10 Bird Street, Foxborough, MA 02035
Tuesday, December 14, 2021
7:00 P.M.**

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

Members Not Present: Anisul Chowdhury.

Also Present: Library Director Manny Leite, Assistant Town Manager/HR Director Michael Johns. FOL President Janice Rosado participated remotely.

Called to Order: The meeting was called to order at 7:00 p.m. by K. Penders, followed by a roll call for attendance. All members were present at that time except Anisul Chowdhury.

Documentation:

November 9, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and November 2021 Financial Reports.
FY22 Y-T-D Book and AV Breakdown
Draft Version- Visual Display Policy
FY23 Proposed Budget Submitted by Manny Leite
FY23 Proposed Budget with Revised Salary Numbers from Accounting

Public Input:

None

Approval of Meeting Minutes:

Upon a motion made by C. Earnst and second by J. Parlapiano, the Board voted to approve the November 9, 2021 meeting minutes. A roll call vote was taken. All were in favor and the motion was approved 5-0-0.

Correspondence:

Manny spoke of the gift donation of \$300.00 made to Boyden Library by Mary Ellen Doona. She made the donation and thanked Tim and KBH for helping her with the symposium and Manny for overseeing the process. The donation does not need to be used for any specific purpose. Manny also mentioned the column in the Foxboro Reporter to the editor by Arthur Muldoon who eloquently expressed the importance of the library.

Friends' Report:

J. Rosado discussed the book sale and said it was very successful. She mentioned the Giving Tree which Colleen Mcmanus chaired. There were 65 tags and 50 books were collected. She currently has two senior tax program workers for sorting and that has been working out well.

The next Friends meeting is January 5th and K. Penders will be attending.

Professional Staff Reports:

Manny mentioned Tim fielded various reference questions and helped a patron with German and Latin using the Mango database. Tim also researched the date of Foxborough's 1925 graduation date on micro film. Suzanne Roberts continues to purchase CD's such as Lady Gaga, Halloween Kills, Christmas with the Walters, Jungle Cruise, etc. Jessica continues with the children's programs and since December has moved them inside. KBH has been writing the column in the Foxboro Reporter, participated in the hiring of the library assistant, and two new pages.

Financial Reports:

The budget is on track and steady. Boyden was awarded state aid funds in the amount of \$18,135.52 and Boyden will be receiving it mid-December 2021.

Director's Reports:

Manny is attending a Sails Meeting in Dartmouth and mentioned the water problem they are experiencing in their new library. He has one more legislative committee meeting in January. Usually the legislative meetings are with a large group but they have decided to do smaller groups for this season. Manny will be a guest of Steve Udden's cable access show called "Around Foxboro". He will be attending a union meeting and collective bargaining meeting. Manny is still adding to his truck binder. K. Penders asked if someone would be attending the SAILS and legislative meetings in Manny's absence. Manny confirmed that someone should be designated.

Liaison Reports/Trustee Sub-Committees:

The FY23 budget will be discussed later in this agenda as well as the Library Director search. The meeting originally scheduled for December 7, 2021 with Manny and the BOS has been postponed. A new date has not been assigned yet but K. Penders said the BOS will be inviting the Trustees to have that conversation.

New Business:

Holiday/Staffing Schedule (January-June 2022) Memo Dated December 7, 2021-

Upon a motion made by C. Earnst and second by J. Parlapiano, the Board voted to approve the holiday closures for 2022 as outlined in the library director's memo dated December 7, 2021. A roll call vote was taken and all were in favor. The motion was approved 5-0-0.

FY23 Budget-

Manny briefed the Board on each line item. The main points he stressed were office supplies will remain at \$18K because a copy machine will need to be purchased for the adult department. That copy machine in that area is currently leased and the least expires in spring 2022. Books and subscriptions was increased to \$75K (up by \$3,500.00). Manny said he added a new line item called "streaming services" which will help breakout those services from databases. Streaming services will include Creative Bug, Kanopy, and Hoopla. He said it is a better way to be more transparent. Other library supplies was increased to \$9K (up by \$2K). He said it made sense to increase it since that line item has been overspent for the past two years. Salaries were discussed and Manny said those numbers were filled in by the Finance Department. Manny does not have the ability to change numbers in the salary fields. He said it was made clear by the Town Manager that no new positions would be added in FY23 but Manny still put in for the YA position

(which would add \$58K to the salaries line item) on an attached memo as well as adding 2 hours for a library assistant position and 5 more hours for the department administrator position. The library assistant position should have been 35 hours and he was unsure why it currently is only 33. He said the money to pay for the extra hours is already built into FY22's numbers. As far as the department administrator position, he said it made sense to increase that position to 40 hours vs. 35 because that position is 40 hours in other buildings (fire, police, and DPW) and those hours are needed at Boyden as well.

Manny said he has a meeting with B. Keegan, M. Johns, and the Finance Department on Wednesday, December 29th at 2:30 p.m. at Town Hall. Manny asked if at least two trustees could attend the meeting with him.

Per K. Penders, the FY23 vs. FY22 budget is an overall increase of 3.25%. B. Keegan has requested increases can't exceed 2.5%. Manny said it should be taken into consideration that the library director's salary will decrease because the assumption is the new library director will be hired at a lower rate than Manny's current salary and his longevity would be extinguished for the next five years.

Per K. Penders, the Board must consider the budget with the directions Manny has received from the Town but the Trustees need to vote a budget that is reflective of the priorities of the Trustees. Manny said the YA position would add an additional \$58K to the salary line item. K. Penders reiterated the Board has asked for the YA position for the past three years. The Board agreed the YA position is a priority and the budget should be voted to include it as well as the added hours as recommended by the library director. The Town Manager can take these out but at least the budget will show the Board's request. The budget can then be defended before AdCom. If need be it can be defended on the floor of Town Meeting too. It was agreed by the Board this is the best approach to the FY23 budget.

K. Penders asked Manny to adjust the salaries on the spreadsheet. Manny said he does not have access to change those fields in the software and that the Finance Department is the only department with those permissions. K. Penders asked Manny to import the spreadsheet into Excel and input the numbers to show a representative budget of what the Trustees are requesting. The Board and C. Igo Freeman all agreed it is the Trustees' responsibility to present a budget representative of the library's needs. K. Penders added it is the Board's obligation to speak to the priorities of the Boyden building. Manny agreed to correct the salary figures.

A motion was made by K. Penders to approve the budget proposed by the library director upon amendment to account for salaries of all proposed changes from the budget memorandum including the department coordinator, library assistant, and YA position. The motion was second by C. Earnst and a roll call vote was taken. All were in favor and the motion was approved 5-0-0.

Old Business:

Library Director Search Update- K. Penders asked Town Hall's perspective and had Mike Johns lead the conversation. Per M. Johns, the job description was updated and has been posted to the Trustees' satisfaction. Resident Arthur Muldoon asked who is running the search committee and K. Penders said it is Chairman Earnst. K. Penders reiterated the search committee was formed at the last Trustee meeting in November and is comprised of 3 trustees, 2 members of the library staff, a member of TH, and a member of the Friends of the Boyden Library. M. Johns said it was his suggestion to have COA Director Marc Craig on the committee and he felt it might be a good idea to have a library director from another town on the committee as well. A. Muldoon asked to be on the committee. The Board was concerned about

having too many members on the committee but told Mr. Muldoon they would meet with him separately to hear his concerns about the hiring process. M. Johns advised against having staff members on the committee. C. Earnst disagreed stating having staff in this role is critical and a valuable contribution. He added, I can't imagine doing this without them. K. Penders asked where the job has been posted. Per Manny, it is posted to the MBLC, MMA, Town's website, Monster, Indeed, and social media. M. Johns said it has been posted since November 18th and there have been ten applicants. J. Parlapiano asked if there were any internal candidates and Manny confirmed there was one. K. Penders stated the Board needs to finalize any changes to the search committee and convene it. C. Earnst said he would like to meet with M. Johns next Tuesday to follow-up with resumes/applicants. Per M. Johns, he confirmed the applicants have received a confirmation email that their resumes have been received. K. Penders said we need to line up with M. Johns who our interim director will be. C. Earnst asked Manny if he had someone in mind for the interim position and he said he did.

M. Johns said the process is that the Trustees have the right to make the hire and Town Hall is in control of the process. M. Johns stated he very much wants to work with the Board and is not there to select the candidate but rather is there only to facilitate the process. K. Penders said the process that is currently being used is the same process that was used when Manny was hired.

Visual Display Policy-

Per Manny the edited display policy has been review with Town Counsel and K. Penders. K. Penders questioned section III. #6. It was agreed "The Department Administrator" will organize the display schedule (not the director).

Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to approve the visual display policy as amended above. After a roll call vote all were in favor and the motion was approved 5-0-0.

Trustee Vacancy- K. Penders announced the new Trustee was not present. C. Earnst informed the Board that Bob Cutler had a conversation with the Anisul's wife and she said he was planning to attend the meeting tonight. B. Cutler said a recall could be done but it is an expense to the Town. C. Earnst's recommendation is to see what happens in January. Because Anisul is an elected official we can't unseat him. He is elected for the full term of 3 years.

Bill Dudley Artwork Request Update- The weight of the piece is 50 lbs and it measures 7 feet in length and 4 feet in height. Per Manny there is no place in the library to display artwork of this size.

Per C. Earnst, the Trustees should send B. Dudley a note stating that unfortunately due to the size, scope, and scale we will be unable to display the artwork. C. Igo Freeman agreed to do that.

As a follow-up to prior discussions regarding union negotiations:

Per Manny, the Trustees do not directly take part in those negotiations. It is the library director who sits in those meetings and reports back to the Trustees. K. Penders mentioned to the Board that it goes back to when B. Cutler was acting town manager. At that time, the Trustees were asked not to attend union negotiations and the Board was mindful of that request and have not attended since. K. Penders says he does look forward to union updates. M. Johns suggested there should be an executive session scheduled so M. Johns can give an update. The Board agreed to form a smaller group of Trustees outside of regular meetings. K. Penders asked that if an executive session is scheduled during a regular Trustee meeting that it be placed at the end of the agenda.



K. Penders suggested the Trustees do something for the Boyden staff for Christmas. It was agreed that food items would be brought in and J. Parlapiano would facilitate that. It was decided December 29th would be a good date since there will be a staff meeting that day.

Upon a motion by C. Earnst and second by K. Udden, the Board voted to adjourn at 9:20 p.m. A roll call vote to adjourn was made and all were in favor. The motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio