

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, March 1, 2016

7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Tom Magee, Sue Burlone, Joe Lally, and Collin Earnst. Also present Library Director Manny Leite and Friends' Secretary Sue Collins. Absent: Trustee Deb Stone.

Minutes The minutes of the February 2, 2016 meeting were reviewed. The minutes will be amended to reflect corrections to the Beyond Books discussion. Kevin Penders made a motion to adopt the February 2, 2016 minutes as amended; Tom Magee seconds; approved 5-0.

Correspondence

Kevin Penders read a letter dated 2/5/16 from Alan Grigsby who was inquiring about the Grigsby Trust Fund. The Grigsby Trust Fund was established in 1969 in memory of Sgt. Mark Grigsby for the purpose of purchasing books related to sports and physical therapy. Director Leite reported that Tim Golden, the Reference Librarian, had recently purchased 15 books on those subjects. Director Leite will send an update to Mr. Grigsby.

Friends' Report

Friends' Secretary Sue Collins reported the next Friends' meeting will be held on Wednesday, March 2, 2016. Trustee Sue Burlone will be attending that meeting. Sue also reported that Friends' member Diane Piper was working on purchasing signage for the new Friends' Bookshop. Lastly, Sue reported that Friends' memberships are down and that they may mail a copy of their recent newsletter, with a membership envelope enclosed, to those who have not renewed their membership.

Professional Staff Reports

The February 2016 staff reports were reviewed.

Financial Report

The January 2016 financial report was reviewed.

Director's Report

The director's report was reviewed. Director Leite discussed that he had given a tour of the library to the Putnam, Connecticut Facilities Study Group who plan to build a combination Town Hall, Library and Senior Center. He also mentioned the Substitute Library Assistant interviews are scheduled for Thursday, March 10; the joint collaboration between the library and the Council on Aging to do programming in the Fall; the installation of a panic button at the Circulation Desk in the Children's Room; and the installation of a large-print keyboard on one of the public computers for use by those who are visually impaired.

Liaison Reports

ADCOM – At the Special Town Meeting held on February 23, the library's union contract was passed unanimously.

Selectmen – next meeting Tuesday, March 8.

Trustee Sub-Committees

- Personnel: no report
- Gifts Funds: plans are moving forward
- Technology: no report

New Business Trustee Earnst discussed the use of Chromebooks in the schools and questioned the possibility of the library obtaining Chromebooks for students to use. Following the discussion, both Trustee Earnst and Director Leite will do further research and will update the Board at the next meeting.

Policies Director Leite presented the Home Service Program guidelines and application form. The Home Service Program is a joint collaboration between the Boyden Library and the Council on Aging to select and deliver library materials to those who are unable to visit the library due to physical limitations. Library staff would select the materials and volunteers from the COA (all CORI checked) would deliver the items to those that are homebound. Following the discussion, Director Leite was asked to speak with COA Executive Director Vickie Lowe about concerns the Trustees have and report back at next month's meeting.

Items for Next Agenda

- Code of Conduct Policy

Next Month Meeting Date

April 5, 2016

8:00 pm Collin Earnst made a motion to adjourn; Tom Magee seconds, approved 5-0.

Respectfully submitted,
Deborah J. Volpini

