

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, April 5, 2016

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

Minutes The minutes of the March 1, 2016 meeting were reviewed. Collin Earnst made a motion to approve; Tom Magee seconds; Deb Stone abstains; approved 5-0.

Correspondence

Director Leite announced that Library Assistant Anita Walton has resigned her position as her family is relocating to Memphis, Tennessee. He also reported that the job would be posted this week and that there are possibly a few in-house candidates. Manny also reported a donation from the Foxboro Lions Club of \$300 for the renewal of two museum passes and a donation from Petite Choses Miniature Club of \$100 with a note expressing their gratitude for the use of meeting room space. SAILS Executive Director Debby Conrad sent a thank you to Kathy Bell-Harney, Karen Dugan and Manny for their presentations at the SAILS Showcase held on March 16. Also due to the positive response to the Message Board presentation SAILS will be hosting a "How to Create Electronic Bulletin Board with PowerPoint" workshop at the Boyden Library on June 1 from 10:00 am to 12 noon which will be conducted by Library Assistant Karen Dugan. Manny also reported that Karen will be doing a message board presentation at the MLA Conference to be held in Danvers, MA in October 2016.

Friends' Report

Friends' President Dave Crimmins reported the Friends' Bookshop has opened and is located on the first floor outside of the Friends' Storage Room and is doing well. He also reported that their membership is down by 30% and that this will be discussed at the next Friends' meeting to be held on Wednesday, April 6. Also they are actively working on the May book sale and also working to complete their next quarterly newsletter which should be ready to go by early next week.

Professional Staff Reports

The March 2016 staff reports were reviewed. Briefly discussed was the Adult programming and that the Speaker Series and Sunday Concert Series were going well. Manny suggested having two speaker and/or music programs during each month from October through April when the library is opened on Sundays.

Financial Report

The February 2016 financial report was reviewed.

Director's Report

The director's report was reviewed. Manny briefly discussed his meeting with State Representative Barrows at the Library Legislative Day, held at the State House, on March 8. Manny also reported the hiring of Melinda Butt as a Substitute Library Assistant. Trustee Penders reported the receipt of the second State Aid to Public Libraries award payment, from the MA Board of Library Commissioners, in the amount of \$9,719.53 for a total of \$19,439.05 for fiscal year 2016.

Liaison Reports

ADCOM – No report
Selectmen – No report

Trustee Sub-Committees

- Personnel: no report.
- Gifts Funds: plans continue to move forward.
- Technology: a follow-up discussion on obtaining Chromebooks for students to use was held.
- Budget : no report

New Business

Director Leite proposed applying for a \$2500 grant through Walmart with the intent of using the funds to get the message board in the YA Room up and running. After a brief discussion, the Trustees asked Manny to move forward with the application.

Policies

Director Leite presented to the Board a Code of Conduct Policy for the library. After reviewing the policy Tom Magee made a motion to approve the Code of Conduct Policy with grammatical edits to be given by the Chairman; Deb Stone seconds; approved 6-0.

Next Month Meeting Date

May 3, 2016

7:50 pm

Collin Earnst made a motion to adjourn; Sue Burlone seconds, approved 6-0.

Respectfully submitted,
Deborah J. Volpini