

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, June 14, 2016

- 7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Joe Lally, Tom Magee, Collin Earnst and Sue Burlone. Also present Library Director Manny Leite and Friends' Secretary Sue Collins. Absent: Trustee Deb Stone.
- Minutes The minutes of the May 3, 2016 meeting were reviewed. There was a brief discussion regarding the Election of Officers and Board Re-organization. Tom Magee joined the Library Technology sub-committee. The vote to accept the May 3, 2016 minutes was postponed until the September 2016 meeting.
- Correspondence
The library received a donation of \$150.00 from the Rhododendron Needlers Quilt Guild for the purchase of books on quilting and the art of quilting.
- Friends' Report
Friends' Secretary Sue Collins reported that the May book sale was very successful and the Friends' made approximately \$3000.00. She also mentioned the success of the Friends' Book Shop which now has two locations: one on the main floor outside of the Friends' Room and the other in the Children's Room. On Founders Day, at the Friends' booth, they handed out free lollipops to children and collected \$97.
- The schedule for Trustees to attend the Friends' meetings is as follows:
- September 7, 2016 – Kevin Penders
 - October 5, 2016 – Joe Lally
 - November 2, 2016 – Collin Earnst
 - January 4, 2017 – Sue Burlone
 - February 1, 2017 – Deb Stone (tentative)
 - March 1, 2017 – Kevin Penders
 - April 5, 2017 – Sue Burlone
 - May 3, 2017 – Collin Earnst
 - June 7, 2017 – Joe Lally
- Professional Staff Reports
The May 2016 staff reports were reviewed.
- Financial Report
The April 2016 financial report was reviewed.
- Director's Report
The director's report was reviewed. One item discussed was beginning in FY17 the professional staff will be adding to the monthly reports their materials expenditure amounts. Two June programs were briefly discussed: the June 2 "Weird Massachusetts with Jeff Belanger" had an attendance of 53 and on June 9 "Louisa Catherine: the other Mrs. Adams with Mary Hayes" had an attendance of 30 people. The first YA program "Learn to Draw Manga" was held on May 21 with an attendance of 19 teens. Also, Melinda Butt, our recently hired substitute Library Assistant has accepted the position of part-time Library Assistant.

Liaison Reports

No reports at this time.

Trustee Sub-Committees

No updates from any sub-committees.

New Business

Bill/Payroll Signing

Kevin Penders made a motion that Library Director Manny Leite, be responsible for the signing of the library's payroll, turnover of funds to the Town, bills submitted to the Town, and for oversight approval of expenditures needed for supplies, maintenance and repair, and similar items up to the amount of \$10,000.00 for Fiscal Year 2017; the above duties to be carried out by Senior Professionals in the absence of the Director. Tom Magee seconds the motion, approved 5-0.

Long Range Plan

Manny proposed creating a committee of five individuals which would include himself along with Trustee Kevin Penders, Children's Librarian Margi Rossetti, Friends' President Dave Crimmins and someone from the Foxborough community. This collaboration of individuals will discuss the following issues: where do we go next, what should our long term goals and plans be, and how can we improve over the next five years. The goal is to make a presentation to the Board of Trustees by November 2016. In finding the fifth member, Kevin Penders suggested creating a short list of people in the community to reach out to. The plan is to begin committee meetings in the Fall.

Union Negotiations

Discussions are being held with the Library Staff Union representatives on creating updated Job Descriptions and implementing Staff Evaluations. The goal is to have updated Job Descriptions by December 2016 and Staff Evaluations to begin by May 1, 2017.

Revenue Officer Visit

Revenue Officer Lisa Sinkus has suggested that she and a representative from the investment firm of Bartholomew & Company attend a Trustee meeting to discuss the library Trust Funds. After a brief discussion, Lisa and a representative from Bartholomew will be invited to attend the October 2016 meeting.

Stipend for Library Employee

Director Leite asked the Trustees to provide a stipend to staff member Karen Dugan in recognition of the hard work she has been doing on the message boards. Following a discussion on the issue the Trustees, while deeply appreciative of all of Karen and others efforts to go above and beyond for the Library and its patrons, declined to grant a stipend in this instance and raised future concerns regarding the same due to possible issues with perceived favoritism and with potential conflicts with the negotiated Union contract.

Next Month Meeting Date

Tuesday, September 6, 2016

8:07 pm

Tom Magee made a motion to adjourn; Joe Lally seconds; approved 5-0.

Respectfully submitted,
Deborah J. Volpini