

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, September 6, 2016

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

Minutes The minutes of the May 3, 2016 meeting were reviewed. Collin Earnst made a motion to approve; second by Deb Stone; approved 4-0-2.
The minutes of the June 14, 2016 meeting were reviewed. Tom Magee made a motion to approve; second by Sue Burlone; approved 5-0-1.

Correspondence
None

Friends' Report
Friends' President Dave Crimmins reported that Jennifer Ooi has resigned her position as Vice-President of the Friends'. Executive Board member Janice Rosado was appointed to move into the position. Dave reported the Friends' Bookshop is averaging sales of approximately \$200/month. He also acknowledged the volunteers who worked over the summer to keep the shelves stocked with sale items. The next book sale is scheduled for November 17-19, 2016.

Professional Staff Reports
The June-August 2016 staff reports were reviewed. Manny noted the success of the various summer programs held at the library. Manny also explained to the Trustees that the professional staff will be adding to the report each month the total dollars spent on material purchases.

Financial Report
The May, June and July 2016 financial reports were reviewed.

Director's Report
The director's report was reviewed. Manny reported the hiring of two new Pages for the Children's Room – Patrick Hood and Griffin Bucior. Manny also talked about his meeting with Michael Webber, Executive Director of Foxboro Cable Access regarding the creation of a monthly library cable show which Manny would host. The show would be 25 minutes and would include a guest each month. He would also do a segment featuring a service available to the public such as museum passes, the new microfilm machine, the Young Adult Room, programming and so on.

Liaison Reports
No ADCOM / Selectmen reports.

Trustee Sub-Committees
Personnel – Negotiations continue with the Library Staff Union representatives regarding the Job Descriptions and Evaluation process.
Technology – Collin Earnst will explore the possibility of circulating Chromebooks at the library.
Friends – Kevin Penders will attend the September 7 meeting.
Gift Funds – Deb Stone reported that she reviewed the Trust Fund files. There was a discussion on the expendable Trust Funds and the Beyond Books Capital Campaign monies. Tom Magee suggested an investment policy be created by the Trustees for future investments.

New Business

Aubuchon Hardware Closing

There was a discussion on the possibility of using the vacant parking spaces for library parking. Kevin Penders reported that there is no answer at this time and that the library has an ongoing obligation to explore all possibilities for additional parking.

Long Range Plan

Kevin Penders will contact Manny to discuss possible dates to begin the meetings for this committee.

Union Negotiations

Refer to entry above under Trustee Sub-Committees.

Holiday Hours

Manny proposed the following holiday hours:

- Close Saturday, December 24; Sunday, December 25 and Monday, December 26, 2016.
- Close Saturday, December 31, 2016; Sunday, January 1 and Monday, January 2, 2017.

Following a brief discussion, Kevin Penders made a motion to adopt the proposed holiday hours schedule; Tom Magee seconds; approved 6-0.

Website Update

A discussion was held on the possibility of updating the library website to include photos of staff members so that the patrons could better identify staff.

Director Evaluation

Kevin Penders asked Tom Magee to email the Director Evaluation Form to all the Trustees with the intention of the Personnel Sub-Committee conducting the evaluation with Manny in October.

Items for Next Agenda – Revenue Officer visit on October 4, 2016.

8:10 pm

Joe Lally made a motion to adjourn; Deb Stone seconds; all approve 6-0.

Respectfully submitted,
Deborah J. Volpini