

Boyden Library  
Board of Trustees  
Minutes of Monthly Meeting  
Tuesday, October 4, 2016

7:00 pm Welcome and call to order Kevin Penders.  
Attendees: Trustees Kevin Penders, Joe Lally, Tom Magee, Collin Earnst, and Deb Stone. Also present Library Director Manny Leite, Friends' President David Crimmins, Revenue Officer – Lisa Sinkus, and representatives from Bartholomew & Co: Charles Patterson and Michelle Newcomb. Absent: Trustee Sue Burlone.

Guests The Town of Foxborough Revenue Officer Lisa Sinkus and Charles Patterson along with Michelle Newcomb of Bartholomew & Co gave a presentation outlining the financial options available should the Board of Trustees choose to invest the Trust Fund accounts and/or the Beyond Books Gift Fund with them. Following the presentation and proposal by Bartholomew there was a discussion amongst the Board members. At the end of the discussion, Kevin Penders made a motion to move forward with the proposal for Bartholomew to manage the Trust Funds and the Beyond Books Gift Fund. Also for Kevin to reach out to the town counsel to create a Beyond Books Trust Fund from the Beyond Books Gift Fund in order to make those funds available for management by Bartholomew. Tom Magee seconds the motion and it was approved 5-0.

Minutes The minutes of the September 6, 2016 meeting were reviewed. Collin Earnst made a motion to approve; Deb Stone seconds; approved 5-0.

#### Correspondence

A thank you note from a patron for the use of the Fuller Room was read by Manny Leite. An incident in the library involving students smoking marijuana one evening in the non-fiction area of the library was discussed. Two police officers responded to the call from staff; they interviewed some students who remained in the building; no police report was filed. Following the incident, Manny has asked to have a daily walk-through by a police officer. Deb Volpini will be retiring effective December 31, 2016.

#### Friends' Report

Friends' President Dave Crimmins asked if it would be possible for the Friends' Bookshop to expand into the space located under the staircase and around the corner from the Bookshop on the first floor of the library. The Trustees will consider the request. Dave also reported the Friends' will have a table at the Ahern School on Election Day. Dave also discussed a fund raising service provided by TD Bank that they are considering. Dave also asked for an update on the possible use of the vacant parking area at the former Aubuchon location across the street from the library.

#### Professional Staff Reports

The September 2016 staff reports were reviewed.

#### Financial Report

The August 2016 financial report was reviewed.

#### Director's Report

The director's report was reviewed. Manny added that the town's IT Department was able to get the television monitor in the Administrative Conference Room to work with the computer also located in that space.

#### Liaison Reports

No ADCOM / Selectmen reports.

#### Trustee Sub-Committees

Personnel – Manny gave an update on the Job Descriptions/Evaluations negotiation meeting held on October 3, 2016.

Technology – Collin Earnst and Manny Leite will continue to look into the possibility of circulating Chromebooks.

Friends – Joe Lally will attend the Friends' meeting on Wednesday, October 5.

#### New Business

##### Director's Evaluation

The evaluation of the Director for his first year of service has been completed and a copy will be forwarded to Town Hall. Manny has been asked to create a list of goals for the next year which the Trustees will have to use for next year's evaluation.

##### Long Range Plan

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

#### Items for next agenda

Obtain additional information from Bartholomew

Goal review response from the Director

Investment Policy Statement

8:30 pm Tom Magee made a motion to adjourn; Joe Lally seconds; approved 5-0.

Respectfully submitted,

Deborah J. Volpini