

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, November 1, 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' President David Crimmins. Absent: Trustee Deb Stone.
- Minutes The minutes of the October 4, 2016 meeting were reviewed. Collin Earnst made a motion to approve; Tom Magee seconds; approved 4-0-1.
- Correspondence
None
- Friends' Report
Friends' President Dave Crimmins announced that the Friends' were busy preparing for their book sale scheduled for November 17, 18 and 19.
- Professional Staff Reports
The October 2016 staff reports were reviewed.
- Financial Report
The September 2016 financial report was reviewed.
- Director's Report
The director's report was reviewed followed by a discussion about an incident in the library involving two young adults resulting in one receiving a letter of dis-invitation and the other being banned from the library until January 2, 2017 with the understanding that one more incident will result in a letter of dis-invitation. Manny also reported that four new substitutes had been hired – two professional Reference Librarians and two Library Assistants.
- Liaison Reports
No ADCOM / Selectmen report.
- Trustee Sub-Committees
Personnel – The Board of Trustees discussed with the Director his list of goals for the following year.
Technology – Nothing to report at this time.
- New Business
Gift Fund transfers – Following a discussion on three revolving gift funds: the General Gift Fund, Materials Gift Fund and Museum Pass Gift Fund, Kevin Penders made a motion to take the existing balance in the General Gift Fund account and allocate it in three equal shares to the Materials Gift Fund, Museum Pass Gift Fund and General Gift Fund. Tom Magee seconds the motion; approved 5-0.

Code of Conduct Policy – Manny asked to have the following statement added “shirts and shoes must be worn at all times inside the library.” Following a brief discussion, Kevin Penders made a motion to have the Code of Conduct Policy updated to include the statement; Tom Magee seconds; approved 5-0.

Young Adult Policy – A new Young Adult Policy was presented by Director Leite. After a review of the policy, Kevin Penders made a motion to adopt; Collin Earnst seconds; approved 5-0.

Bartholomew & Co – Revenue Officer Lisa Sinkus forwarded, to the Trustees, a list of possible securities options to be reviewed by the Trustees.

Investment Policy Statement – Information from Bartholomew was to be sent to Deb Stone who was unable to attend tonight's meeting. Follow up at next month's meeting.

Long Range Plan – Kevin Penders has spoken with two individuals about serving on this committee and will provide contact information to Manny.

Trustee Sue Burlone is resigning from the Board for personal reasons effective immediately. Kevin Penders thanked Sue for her service both with the Trustees and the Beyond Books Capital Campaign Committee. Kevin then went on to explain the replacement process to the Board.

Aubuchon Parking Area – Kevin Penders explained that the realty company is not interested in renting the parking area. They also feel strongly that they will be able to rent the property in the foreseeable future. They would also be happy to sell the property for 1.1M.

8:10 pm Sue Burlone made a motion to adjourn; Joe Lally seconds; approved 5-0.

Respectfully submitted,
Deborah J. Volpini