



Board of Library Trustees Monthly Meeting

Tuesday, March 7, 2017

Fuller Conference Room – Boyden Library, 10 Bird Street, Foxborough, MA 02035

7:00 p.m. Opening Meeting

AGENDA

- Call to Order** Kevin Penders call to order at 7:08 Attendance: Kevin Penders, Joe Lally, Christine Igo Freeman, Collin Earnst, Tom Magee, Deb Stone. Director Manny Leite and Friends' President Dave Crimmins.
- Minutes:** December: Motion to approve by Joe Lally, 2nd by Collin Earnst. Approved 4-0-2. Tom Magee & Christine Igo Freeman abstained.
January: Motion to approve by Collin Earnst, 2nd by Tom Magee. Approved 4-0-2. Christina Igo Freeman & Deb Stone abstained.
February: Motion to approve minutes with changes (re: Correction of Christine Igo Freeman's name in Call to Order) by Christine Igo Freeman, 2nd by Tom Magee. Approved. 5-0-1 Collin Earnst abstained.
- Correspondence** - Legislative breakfast committee sent a Thank You for Manny speaking.
-Call from Peter Diepenbrock wants to know if we are interested in purchasing a \$135k piece of art. Will communicate to him that we are not interested.
- Monthly Statistics** Review of statistics. Kevin Penders has requested 2015 stats to see trends as well as other libraries (Manny to ask Walpole).
- Friends' Report** Membership fees were \$4,500 in 2015, 2016 fees totaled \$2,900, \$5,200 in 2017. The increase is attributed to communication. The Friends' Booth at Founders day will be raffling off an American Girl Doll, Lego set, and wreath of lottery tickets. Friends book shop doing well. If there is a large book sale contact needed, ask Dave.
- Professional Staff Reports** No discussion.
- Financial Reports** Dave Crimmins had a question about budget cuts, Kevin Penders responded that he does not expect to have cuts.

Director's Report Ordered 4 new desktops. Toured with cleaning company to be better focused on certain areas of library and tasks, may go out to Bid for new cleaning crew. The crossing light is still out, Manny to cc Kevin Penders on future emails regarding crossing light.

Liaison Reports BOS: No discussion. Advisory Committee: No discussion.

Trustee Sub-Committee Reports

- Technology: 4 new computers
- Friends: New membership discussion, contribution levels and tiered offering. Book sale on May 11th, 12th, 13th. Set up on Thursday, and pre-view sale. Newsletter in April.
- Personnel: No discussion.
- Gifts: Trusts. Christine Igo Freeman to be added to Funds subcommittee. Need to Vote to get a formal proposal. The Investment policy statement comes first, proposal will follow in guidelines. Add investment policy and statement and proposal to agenda for next meeting.

Old Business

- Spinney Donation: Will be part of long range plan discussion to have a dedicated, named event. Will have formal letter to sign for his donation. Deb will do research into possible children's series.
- Trust Funds: Christine Igo Freeman will join committee.
- Staff Development Day: April 11. Will cover ESS, Sunshine Fund, and brainstorming session. Motion by Tom Magee to delay the library opening until 1pm on April 11. 2nd by Deb Stone. Approved 6-0.

New Business

- MBLC E-Service List –Kevin recommends signing up for E List. Topics include Private event use policy, Trustees could hold funds (we are okay), Open Meeting law, library trustee email account. Christina Metcalf will look at G Suite and ask town hall about potential platform.
- Young Adult Room – Incident: Bookcase end panel urinated on and was cleaned up. Suggestion to have video cameras, cost of \$3k-\$5k. Trustees decided that signage and other measures as interim measure before going to costly camera installation.
- Capital Budget Project – Leftover money \$1,156.12 used towards new shelving unit the rest from State Aid, about \$6k. Motion by Kevin Penders to close out Capital Building account to apply to Tucker Library Interiors shelving unit quote with the remainder to be paid out of State Aid. 2nd by Tom Magee. Approved, 6-0.
- MLTA Membership Form – Is looking for new members, individual sign up. \$100 MLTA membership for the sitting members out of State Aid. 2nd by Tom Magee. Approved 6-0.

Adjournment 8:39 Tom Magee moved to adjourn, 2nd by Joe Lally. Approved 6-0.

Next regular monthly meeting is scheduled for Tuesday, April 4, 2017