



**Board of Library Trustees
Tuesday, February 11, 2020
Fuller Conference Room
Boyden Library, 10 Bird Street, Foxborough, MA 02035**

Call to Order at 7:00 p.m. Trustees Collin Earnst, Tom Magee, Christine Igo Freeman, Deb Stone, Library Director Manny Leite, and Sue Collins of FOL were present. Kevin Penders and Katherine Udden were not present.

Public Input: No discussion.

Minutes:

Motion to approve the January 14, 2020 meeting minutes by C. Earnst second by D. Stone. Motion approved 4-0-0.

Correspondence: None

Friends' Report:

The Friend's Annual meeting was February 5, 2020. Executive Board of President, Vice President, Secretary, and Treasurer are 2 year terms and will stay the same. The Members at Large remain the same except for Barbara Massey who has moved. Jen Ooi will be returning to FOL and Elaine Biggerri is a new member of the Friends.

Friends revised the By-Laws. The only major change is to increase the number of Board members to allow up to 15 versus what used to be 13. She spoke about the meeting with Bartholomew and said the rate of return on investments is great. Sue reported the Friends are doing well financially. Sue stated that with that money the Friends have added 2 museum passes, 2 hot spots, and can pay for the book marks.

Lastly, Sue said the FOL Book Sale will be May 14th through May 16th and FOL is working on raffles to attract people to the FOL Founders Day Booth and probably will have a raffle for members who pay their dues early.

Professional Staff Reports:

Manny said Margi is busy with all the Children's programs including Little Footsteps for the preschool age children and Art with Miss Helina. Tim was successful in assisting a patron with learning Portuguese with the Mango database and has placed book orders with Ingram for fiction/fantasy and non-fiction. Suzanne continues to catalog and has purchased new materials as follows: Color out of Space, Follow: Find you by Monster X, and The Unraveling by Drive-by Truckers to name a few. Manny said on January 23, 2020, KBH celebrated her 20th year anniversary working at Boyden Library and added Tim will be celebrating 20 years in November 2020. KBH also assigned all circulation staff including substitutes to do shelf reading so that all materials are in the proper place. Deb Stone asked what is being done with the large print books which are being weeded out. Sue Collins suggested it may be a good idea to donate them to the Doolittle Home.

Financial Reports:

November 2019, December 2019, and January 2020 Financial Reports were distributed and reviewed.

Director's Report:

Manny reported that he spoke at the SAILS Legislative Breakfast at the Seekonk Library. His speech was about East Bridgewater's Public Library and their plan for expansion using state aid funds. Senator Feeney was present at the breakfast and was there to represent Foxborough and to reiterate how important local aid is to libraries.

There was discussion about the YA Librarian position and C. Igo Freeman said this is the right year to make this hire. C. Earnst said maybe we should look to statistics to see if we have any concerns. Manny said if we hire a YA librarian, we will see circulation increase. He also mentioned interlibrary loans at Boyden are high vs. other area libraries.

Liaison Reports:

Manny attended the Board of Selectmen meeting on February 4, 2020 and explained to the BOS why it is important for Boyden to secure a YA for the Boyden Library. He mentioned that Boyden is behind the times and that Westwood, Bellingham, Walpole, and Mansfield, all have a YA Librarian and Boyden should also. He stated Boyden already has a room for the YA librarian and we are neglecting this patron age group by not having this area staffed. He spoke about the timeline for the YA librarian position and how it affects the budget in FY21.

Manny mentioned to the Trustees the Town of Pembroke and W. Bridgewater put money in their FY21 budget for a YA librarian. W. Bridgewater's request was denied but Pembroke is still in the running. Circulation now includes overdrive so there is a slight decrease in visits from 2017 to 2018. Manny mentioned the library is a safe place for YA's after school and discussed all the programs the YA librarian would be responsible for. Manny mentioned he is waiting for letters of support for adding this position from Chief Grace, the Dean of Students at the Foxborough Regional Charter School Nancy Sepe, and Senator Feeney to name a few.

Manny mentioned that Larry Ooi and Seth Ferguson of ADCom would need to recuse themselves from the vote on the YA librarian position because Larry's wife will be returning to FOL and Seth's wife works at Boyden. Also, Stephanie McGowan is no longer on ADCom due to the fact she is running for the Board of Selectmen seat and has returned her papers to the Town Clerk's Office. Manny, C. Earnst and C. Igo Freeman will be at the ADCom meeting on February 12th at 8:00 p.m to speak and answer questions about Boyden's FY21 Budget.

Trustee Sub-Committee:

D. Stone mentioned there is a need for better furniture for the Children's room. The furniture is not appropriate for the toddler patrons. Also, there was discussion about purchasing furniture for the YA area as well. It was agreed that the funds should be taken from the Beyond Books fund. Manny said he would look into what would be appropriate and the cost.

Old Business:

There was continued discussion by the Trustees about the meeting room policy relative to permitting groups to have food during their meetings. Manny provided an amended copy of the policy which had two options. Manny advised the Trustees they can go either way but would need to take a vote on it. T. Magee recommended no food or beverages and the remaining Trustees agreed. Sue Collins reiterated the dangers of food allergies.

Motion to approve the Meeting Room Policy as amended in the attached policy as follows “No food or beverages of any kind are allowed and cleanup is the responsibility of the group” by C. Igo Freeman second by T. Magee. Motion approved 4-0-0.

New Business:

April Trustee Meeting Date Change from April 14th to April 7, 2020- The date change is due to the Citizen Academy being held at the Senior Center the same night (April 14th). Manny is expected to attend and speak at the Citizen Academy event.

Motion to approve the Trustee’s Meeting Date Change to April 7, 2020 by T. Magee second by C. Igo Freeman, Motion approved 4-0-0.

Staff Development Day Date Change to April 14, 2020- Trustees agreed to change the date of the Staff Development Date from April 7th to April 14th from 9:00 a.m. until 1:00 p.m. No formal vote was needed.

Spinney Series Author Selection Process Update- Manny presented his list of potential authors. C. Earnst said he would like to reflect diversity when picking authors and the other Trustees agreed. Manny suggested Min Jin Lee and Panchako. Manny has two dates booked at the Orpheum Theater which are October 7th and October 8th and the event would start at approximately 6:30 p.m. Manny will circle back with the Trustees next month when he has more information. There was discussion on the cost of authors and the consensus of the Trustees was the budget for this should be about \$10K.

Motion was made by C. Earnst to authorize the expenditure of up to \$10K to secure the speakers for the Spinney Series from the Beyond Books Fund, Second by D. Stone. Motion approved 4-0-0.

There was a brief discussion about installing a no parking sign next to the handicapped spot (where the stripes are) near the library entrance. The reason to install the sign is that spot is not conducive for a parking spot. It is too close to the building and does not give the proper clearance for a passenger to exit a vehicle. Manny suggested this item be placed on the March Trustee Agenda for discussion and all Trustees agreed.

Motion to Adjourn by C. Earnst, Second by T. Magee, Motion approved 4-0-0.

Meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Pamela Riccio