

Board of Library Trustees

Meeting Minutes

Tuesday, May 12, 2020

A statement was made by Library Director Manny Leite that the Board of Library Trustees Meeting is a live stream video conference and it is being recorded by Foxboro Cable Access.

The meeting was called to order at 7:00 p.m. with Trustees Collin Earnst, Christine Igo Freeman, Tom Magee, Kevin Penders, and Deb Stone present as well as Library Director Manny Leite, and Janice Rosado of FOL. Katherine Udden was not present.

Public Input: No discussion

Minutes:

Approval of April 7, 2020 Meeting Minutes- A Motion to approve the April 7, 2020 meeting minutes was made by K. Penders with the following correction to the last sentence under New Business to read as follows: "K. Penders said Trustees should look at all the Trust Funds in terms of what type of expenditures can be made from each (interest v. principal and interest), how much can be expended, and what restrictions for types of expenditures apply to each." Motion was second by T. Magee. Motion was approved 5-0-0.

Correspondence: No correspondence

Friends' Report:

Janice had the Friends meeting via Zoom on Wednesday, May 6, 2020 and thanked D. Stone for attending. The book sale is on hold right now. When the library reopens the Friends will reopen the Friends on-going bookshop. Janice said there will only be a few of the Friends accessing the storage room as to follow protocol related to the Covid crisis. Because of the spending freeze initiated by the Town on May 1, 2020, the Friends provided \$1,000.00 for adult fiction book purchases. Janice also said the Friends allocated money to Boyden for specific line items but gave Manny and Margi the approval to go ahead and move money around as they see fit. For instance there currently are no programs running so that money could be used for materials or wherever there is a need. Manny said with the spending freeze in place, Boyden was also fortunate to be able to purchase Kanopy and Creative Bug through the Friends as well. Manny thanked the Friends for stepping-up and for their generosity in providing the funds to purchase these items for our patrons. C. Earnst concurred.

Professional Staff Reports:

Some staff have continued to work at the library since the Covid crisis started and some are working remotely. There have been Zoom meetings with all staff to give updates and reconnect with staff who are working remotely. Purchasing of materials has continued, staff are participating in webinars, and Margi has worked with Manny and the Friends to purchase Creative Bug and continues to do on-line story time.

Financial Reports:

The April 2020 Financial Report was distributed. Manny reiterated there has been a spending and hiring freeze put in place by the Town Manager as of May 1, 2020. Manny said that is the reason why the Friends paid for the adult books as mentioned by Janice. Manny mentioned it might be a possibility he will come back to the Trustees in June to request money from the Trust Funds to purchase the materials that are needed for the library. K. Penders said he looks forward to talking about that in June.

Director's Report:

Manny said he and the staff have been working harder since the closure of the library. Manny said he has been working with SAILS every week regarding protocols and safety measures that will need to be put in place in the building because of the Covid crisis. He developed a curbside delivery plan and a four phase re-opening plan with the help of SAILS and the library staff. Manny has also been involved in various meetings including those with department heads and the Town Manager. Manny said he presented his four phased opening plan to B. Keegan and he seems to feel it was adequate. Manny has also been actively attending webinars moving furniture at the library to get ready for the day when patrons are allowed back into the library. K. Penders mentioned that if Manny feels there are items needed for the library and those items are not allowed to be purchased because of the spending freeze, then Manny could always come back to the Trustees as long the expenditures are appropriate.

Liaison Reports:

K. Penders mentioned ADCom voted the budget on April 22, 2020 with the reductions that were anticipated based on the hiring freeze.

Trustee Sub-Committees: No discussion

Old Business:

Spinney Series- Manny mentioned he reached out to the authors' agencies. There is one author who is available this fall and two who are available in spring 2021. Manny also inquired about their cancellation policies. Boyden would be responsible to pay half the speaking fee up front and the other half on the day of the event.

Janice asked if there are authors who do Zoom presentations or if we could book a Zoom book talk with a facilitator. She said this might be something to look into for this fall instead of the in-person event. Manny said there are authors who are doing these types of events with various photos and videos. C. Earnst was in favor of doing an on-line author event.

Discussion and consensus among the Trustees was to omit the Spinney Series in 2020 and pick it up again in fall 2021. Subsequently, a motion was made by D. Stone to omit the Spinney Speaker Series for the fall of 2020 and continue with the Spinney Speaker Series in the fall of 2021, second by K. Penders. Motion was approved 5-0-0.

C. Earnst said it would be a good idea to engage the community to explore avenues we could pursue for an on-line event. C. Igo Freeman asked if the group could brainstorm ideas and C. Earnst said it should be on the agenda for the next meeting. Lastly, Manny and K. Penders agreed to coordinate reaching out to John Spinney to let him know about the postponement of the Spinney Speaker Series until fall 2021.

Beyond Books Fund- Declaration of Trust & Expenditures:

Manny mentioned a copy of the Declaration of Trust was sent to the Board. K. Penders said he would like the fully executed copy of the Declaration of Trust dated February 2018. K. Penders explained going forward he would also like the Trustees to have an update on all the Trust Funds available for library expenditure, what their restrictions are on their usage and it should be inclusive of the Beyond Books Fund. K. Penders also asked for a print-out of the dollars and cents appropriated for various uses in accordance with the Declaration of Trust. K. Penders discussed the Declaration of the Trust captures what the purpose of the Trust is, who will be declared as the authorized expenditure agent and the relationship between the Town/Town Treasurer/Collector and Trustees with respect to the use of those funds. He said it gives clarity [that the funds] are ours in perpetuity and not money that gets recaptured and moved to the general fund. K. Penders mentioned there is another document that lays out the purpose of the fund itself and speaks to the relationship between the Boyden Library and the Town. K. Penders stressed the importance of having all the documents in one place since some of them were signed under a different directorship. Lastly, it was asked that a spreadsheet of all Trust Funds be provided to the Trustees so the Board can decide if there are funds they want to spend down on.

Board of Trustees- Vacant Seat:

C. Earnst asked if there has been any conversations, any interest, or thoughts/recommendations about the vacant seat. K. Penders mentioned if anyone is watching and interested in the seat then he encourages them to explore it. T. Magee, said it might be possible that someone could be written in on the ballot and that is a viable way to get an additional member on the Board. The Trustees also discussed the most probable idea of appointing someone to the seat. Janice suggested it might be a good idea to put something in the Friends newsletters about what the Trustees do and their responsibilities as this would help educate anyone who is interested in a seat on the Board.

Coronavirus- Update on library operations and discussion on draft reopening plan:

Manny presented his draft reopening plan. C. Earnst asked if Manny could take us through key themes. Manny said it is based on four phases. In phase one there would only be staff in the building but no patrons. At this phase, Manny suggested curbside delivery and opening the book drops. He would like library hours of 10:00 a.m. until 5:00 p.m. Monday through Saturday as well. In phase 2 Manny suggested going back to 10:00 a.m. until 8:00 p.m. Monday through Thursday 10:00 a.m. until 6:00 p.m. on Friday, and 10:00 a.m. until 5:00 p.m. on Saturday. Manny said before patrons come back into the library there will be a deep cleaning and he will also have the Board of Health do an inspection of the library.

Manny went further to say staff will be provided with PPE such as masks, gloves, protective screens, and there will be place-makers throughout the library. All commonly touched surfaces will be constantly be cleaned during the day by staff members. The furniture has already been moved to comply with the 6 foot social distance buffer. There will be no tutoring or programs. The Community Room, Fuller Room, and Children's Craft and Story Room will be quarantine areas for books and not be available for meeting space. There will be signage throughout the building and it will be mandatory for patrons entering the building to wear facial coverings. After phase one, there will be a staff member at door not allowing more than 50 patrons in at one time. Computers will be limited to 30 minutes. It won't be until phase 3 until we can amp it up to allow more computer usage time by patrons.

C. Earnst asked if Manny is seeking the Trustees approval on his plan. Manny said yes and that phase one would most likely happen by next week. Manny again emphasized his main concern is the safety of the staff and patrons.



Manny said the draft plan he developed was submitted and presented to the Board of Health and B. Keegan at the last department head meeting and they liked it. K. Penders asked how the plan was developed. Manny said there is no clear guidance from the state or outline on what libraries are supposed to do. Therefore, it is based on a combination of what other libraries directors are planning, walking the library to determine what is needed, and webinars. Manny said his plan is a base and it could change.

K. Penders said he would not want to take a vote tonight on this plan even though it has been vetted with the Board of Health and Town Hall. Manny mentioned if we don't vote on the plan tonight, we might need to meet again next week to vote on phase one which would include curbside delivery. Per C. Earnst until we have clear recommendations, he would not want to preauthorize this plan. He said we need more time to get more outside recommendations. The Board came to the consensus they would wait to take a vote and revisit as needed by calling a meeting before the next regular scheduled June meeting.

Staff Development Day- Rescheduled to September 2020:

A staff development day has been scheduled for September 1, 2020 from 9:00 a.m. until 1:00 p.m. Motion by K. Penders to authorize the library to open late on September 1, 2020 subject to the discretion of the library director to conduct a staff development day prior to the library's opening for public business. Second by C. Igo Freeman. Motion was approved 5-0-0.

New Business:

Library Schedule and July through December Holidays- Manny presented the proposed July through December 2020 Holiday Schedule and staffing schedule. Motion made by K. Penders to adopt the holiday schedule as proposed by the director. Second by C. Earnst. Motion was approved 5-0-0.

At the close of the meeting, K. Penders thanked T. Magee for his service on the Board of Trustees. Additionally, K. Penders asked Manny to put the vote of officers and appointments on the next agenda.

A motion was made by T. Magee to adjourn at 8:45 p.m., second by K. Penders. Motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio