



**BOARD OF LIBRARY TRUSTEES**  
**Meeting Minutes**  
**Tuesday, June 9, 2020**

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A statement was made that the meeting was being broadcast live by Foxboro Cable Access.

The meeting was called to order at 7:00 p.m. with Trustees Collin Earnst, Christine Igo Freeman, Kevin Penders, Deb Stone, Katherine Udden present as well as Library Director Manny Leite and Janice Rosado of FOL.

**Election of Officers and Board Reorganization:**

Chairman- K. Penders nominated Collin Earnst, second by C. Igo Freeman. Approved 5-0-0.

Vice Chairman- C. Earnst nominated Deborah Stone, second by K. Penders. Approved 5-0-0.

Clerk- C. Earnst nominated Christine Igo Freeman, second by K. Penders. Approved 5-0-0.

**Board of Trustees Vacant Seat- Discussion on an Appointment:**

K. Penders had a discussion with the Town Clerk and shared information on the process of how to appoint a candidate to fill the vacancy on the Board. Per C. Earnst, there are currently two interested candidates. K. Penders mentioned the vacancy will realistically not be filled until the fall which will provide the proper time to find interested and qualified candidates.

**Public Input:** None

**Minutes- Approval of May 12, 2020 and May 26, 2020 Meeting Minutes:**

A motion to approve the May 12, 2020 meeting minutes by K. Penders second by D. Stone. Approved 5-0-0.

A motion to approve the May 26, 2020 meeting minutes was made by K. Penders second by K. Udden. Approved 5-0-0.

**Correspondence:** None

**Friends' Report:**

J. Rosado had a productive Zoom meeting last week. The Friends want to provide more passes for the library and are looking into passes to the Southwick Zoo. Southwick Zoo passes will only be available to Foxborough residents who have a Boyden library card and they will be sold to patrons for about \$15.00 each. J. Rosado spoke about the "More than Words" pickup and congratulated K. Penders on his reelection to the Board.

**Professional Staff Reports:**

Reports were distributed and discussed. Manny focused on the children's summer programs and mentioned that most will be virtual which can create challenges. Manny thanked Margi Rossetti and her staff for all their hard work and creativity with pulling these programs together.

**Financial Reports:**

Financial Reports were distributed and discussed. Manny mentioned there were some invoices paid in May but those materials were ordered prior to the spending freeze. C. Earnst asked Manny if he had any concerns about the spending freeze. Manny said he already spoke with the Finance Director and the library should be able to expend funds starting July 1, 2020 for FY21.

**May 2020's Financial Report:**

The May 2020 Financial Report was distributed and discussed.

**Director's Report:**

Director's report was distributed and discussed. Massachusetts libraries had their legislative day and Rep. Patrick Kearney was the guest speaker. Manny had a Cable Television Advisory Committee meeting this past month. Curbside service started May 28, 2020 and it is going smoothly and patrons have been utilizing it.

**Liaison Reports:**

K. Penders mentioned the Town Meeting is next week. The date of the ATM is June 15, 2020 and it starts at 7:30 p.m. K. Penders said because the Warrant is thin, it is assumed attendance at the ATM will be too.

**Trustee Sub-Committees:**

C. Earnst asked about allocating these roles and if we need to update them now. Discussion among the Trustees concluded all will remain in their current roles. C. Earnst confirmed they will hold off on subcommittees until the fall with the exception of personnel so that Manny's annual evaluation could be completed. C. Earnst will take the lead on personnel. Manny mentioned the Trustees will receive his self-evaluation tomorrow.

**Old Business:**

On-line Event Substitution for the Spinney Series- Manny reached out to two agencies and distributed the report and links to the Trustees. C. Earnst reiterated to focus on diversity. K. Penders was interested in the cost of the booking fee and said on-line would be a great way to drive conversation about some of the current issues in society.

Trust Funds and Beyond Books Update- Documents and reports were distributed to the Trustees. K. Penders thanked Manny for all the information and reiterated how important it is to have all this information in one place. D. Stone said if state aid is much less in FY21, then she would like Manny to have the ability to draw from the Trust Funds for materials needed for the library. K. Penders agreed and said if there is a shortfall of revenue and state aid funding then the trust funds could be expended as long as the expenditures are within the confines of the trust.

Manny suggested creating a Trust Binder so the Trustees would have all the trust information in one place whether it be electronic or a physical binder. D. Stone said she liked the idea and would love to help with it. K. Penders suggested a Trustee Handbook binder to include items such as: funds, Trustee terms, by-laws, meeting room and library policies, etc. and he would be more inclined to having it electronically. Trustees agreed there should be multiple copies on hand in the Director's office and at the Circulation desk. The Trustees also stated the Trust Document Snapshot should be updated monthly going forward and should be part of the Trustee Handbook binder.

**Coronavirus-Update and Library Operations-** Manny discussed the Phase II reopening plan. At Phase II, Step 2, guidelines are still very restrictive but would allow patrons to enter the library to get their materials and go (similar to the curbside pickup). There will be a meeting tomorrow to go over Phase II, step 2 with staff. As developments occur, Manny will call a meeting with the Trustees to discuss.

**New Business:**

Fourth of July Holiday 2020- Observed Date to be Friday, July 3, 2020.

Motion was made by K. Penders to close Boyden Library on Friday, July 3, 2020 in observance of the July 4<sup>th</sup> holiday, second by D. Stone. Approved 5-0-0.

Cleaning Services Contract- Manny explained the need to procure for cleaning services because the current contract will expire on July 1, 2020. The Invitation for Bids was put up on Boyden Library's website on June 3, 2020. Bid submissions are due June 19, 2020 and a mandatory walk through has been scheduled for June 11, 2020. Manny and Tony Mousalli will be present at the bid opening. Bids will be discussed at the next special meeting scheduled with the Trustees and a potential vote by the Board would be taken at that time.

Alden Trust Account- Manny asked Trustees for approval to expend \$2,000.00 from the Alden Trust account. The funds would be split evenly between Children's Services and Adult Services to purchase books and book related materials needed for the library.

A motion was made by K. Penders to approve the Trust Fund request of \$2,000.00 to be disbursed from the Alden fund for the purchase of books or book related materials for the library, second by C. Igo Freeman. Approved 5-0-0.

Bartholomew Trust Funds- Manny suggested inviting the Bartholomew financial rep. to a Trustee meeting to go over the Trust Funds, discuss their past and present performance, and answer any questions the Trustees may have. D. Stone thought it would be a good idea to put it on the September agenda. D. Stone asked if she should reach out to Bartholomew to set this up. Manny mentioned he would also like Finance Director George Samia at this meeting. It was agreed that D. Stone would coordinate the meeting with the help of Pam Riccio.

K. Penders circled back about the trust funds and wanted clarification on reading the Munis Reports. Pam explained the Munis report breaks the funds out into two categories and two separate account numbers: one is expendable funds and the other is non-expendable funds. The expendable funds are the actual amounts we can expend whereas the non-expendable amount is the principle amount which must always stay in the Trust fund.

C. Igo Freeman mentioned doing a summer on-line community engagement event separate of the Spinney Speaker Series. She introduced something along the lines of how many different places can you find in Foxborough to read a book. C. Igo Freeman said the theme could be "All the places you can go reading a book in Foxborough." She explained, it would be a fun way to promote reading where participants would take a picture or do a 30 second video of themselves reading. The pictures could be made into a collage or posted on social media and others could guess the location in Foxborough. It is something different the library could sponsor. C. Igo Freeman respectfully gave credit to Lisa Sinkus for collaborating and brainstorming this idea with her. Manny thought it was a terrific idea and thought maybe it could be continued into the fall. Manny said he could set-up a meeting with C. Igo Freeman about the logistics.

C. Earnst congratulated K. Penders on his landslide victory of his reelection to the Board.

A motion was made by K. Penders to adjourn at 8:26 p.m., second by K. Udden. Motion was approved 5-0-0.