



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Tuesday, September 8, 2020

A statement was made by C. Earnst that the Board of Trustees meeting was being broadcast and recorded live at www.fcatv.org/live and YouTube at youtube.com/FCATV.org

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

Public Input: None

Minutes: Approval of July 8, 2020 and July 21, 2020 Meeting Minutes-

A motion to approve July 8, 2020 minutes was made by C. Igo Freeman, second by K. Penders. The motion was approved 5-0-0.

A motion to approve July 21, 2020 minutes by K. Penders, second by K. Udden. The motion was approved 5-0-0.

Correspondence:

A letter from the office of the attorney representing the estate of Alan Grigsby was discussed. The letter explained the Boyden Library will be receiving a \$2,000.00 donation from the Grigsby estate. Upon receipt of the donation, it will be deposited into the existing Alan Grigsby Trust.

Friends' Report:

The Friends had their meeting last week and J. Rosado reported that in June and July there wasn't a lot of money taken in by the Friends. August was a better month where money was received from the book shop, rentals, and tickets for the Southwick Zoo. The Friends are planning to buy another block of Southwick Zoo tickets because they are selling so well. J. Rosado mentioned the Friends would like to do a small book sale in November. She suggested it would be beneficial to do a survey to see if patrons would be interested in a book sale. The survey will also help to determine what items patrons would want to purchase. J. Rosado said it would not make sense to plan a book sale if there is no interest. If the book sale goes forward in November, it would be by appointment only.

Professional Staff Reports:

Reports were distributed. Manny mentioned the Children's Services Librarian Margi Rossetti will be retiring this fall with 31 years of service to the Town. Juri Love has written an article about Margi which will be published in the Foxboro Reporter this week. Manny mentioned going forward, the column in the Foxboro Reporter relative to library activities/programs (which used to be written by Margi) will now be written by Adult Services Librarian Kathy Bell Harney. Manny informed the Trustees that he does not foresee (in person) library programs resuming anytime soon. Lastly, he commented that Tim continues to answer patron questions and Suzanne continues to catalog items as they are received.

Financial Reports:

Financial Reports were distributed and discussed. Manny mentioned the July 2020 report shows network and info has been expended at 81 percent of the total budget for that line item. This is due to membership fees which renew every July. Most of the money in network and info is depleted by August and the same is true for the database line item.

Director's Reports:

The Director's report was distributed and discussed. Manny attends a weekly zoom meeting with library directors from around the state of Massachusetts. It's a good way to network, discuss library operations/current challenges, and a good way to share ideas. He has also attended the weekly SAILS meetings too. Manny was planning to attend the New England Library Association conference this fall but with Covid, it has been restructured as a Zoom meeting which is held every other week.

K. Penders asked if there has been any issues at the library since it has reopened. Manny reported that fortunately, we have not had any major issues and patrons have been wearing face coverings upon entrance to the library. There are still some patrons who continue to use curbside pick-up.

J. Rosado asked if there has been a higher demand for on-line books. Manny confirmed the monthly statistics show that Boyden was first for circulation. Also Overdrive, Kanopy, and Hoopla have shown high usage. Manny thanked Kathy Bell Harney for installing Goggle remote desktop on the computers in the Reference area and stated it is a way to keep social distance but at the same time provide support to the patrons.

Liaison Reports and Trustee Sub-Committees:

There was no discussion or action.

Old Business:

Manny informed the Trustees that Vice President Michelle Newcomb from Bartholomew will be attending the October Trustee meeting. The Board agreed the meeting in October will be via Zoom.

Board Vacancy:

K. Penders asked Manny to reach out to Town Hall to see if anyone has filed an application to be appointed to the unfilled Trustee seat. Any and all applications will be reviewed before scheduling a joint meeting with the Board of Selectmen to appoint the candidate. Timing of the appointment was discussed and it was agreed that an appointment should be made as soon as possible.

Retirement of the Children's Services Librarian:

Margi Rossetti's last day in the library is Thursday, September 24, 2020. Manny has posted the Children's Services Librarian position on various websites including the Town's. Manny mentioned K. Bell Harney will be part of the search committee and also said he would like one of the Trustees to participate on the committee. He said the first two rounds of interviews will be via phone or Zoom and M. Johns will most likely be involved in the process too. There would be a pre-meeting to discuss what the expectations are, create questions, etc. and Manny's expectation is to have this position filled by the end of 2020. C. Igo Freeman volunteered to be on the search committee. The other Board

members concurred to have C. Igo Freeman represent the Trustees on the search committee for the new Children's Services Librarian.

C. Earnst took a few moments to acknowledge Margi regarding her tremendous contribution to the Town and the library. He thanked her for her service and for all she has done for the children of the community.

Update on the Coronavirus and Library Operations:

Manny said the library is running smoothly. He is requesting to go to the next phase. Manny asked to expand hours of operation to include opening on Saturdays from 10:00 a.m. to 5:00 p.m. effective September 19, 2020. Manny said the library is ready for this and staff agrees.

A motion was made by K. Penders to approve expanding the hours of operation to include opening on Saturdays at 10:00 a.m. to 5:00 p.m. starting September 19, 2020, second by K. Udden. The motion was approved: 5-0-0.

Manny requested the Trustees vote to eliminate the door monitor and suggested that there be a count every hour on each floor instead.

Per K. Penders, he would rather have accurate counts and would not support elimination of the door monitor. Further discussion among the Trustees resulted in mutual agreement to keep a person at the door as the door monitor to record the patron count.

New Business:

Signet Security Service Agreement- Request to Fund from Beyond Books:

Manny explained the need to have the security software updated to work with Windows 10. K. Penders expressed this expenditure should be funded from the Town budget not from Beyond Books. K. Penders said Beyond Books should be used for things outside the normal scope of building operations. Manny explained this expenditure was something that was unforeseen. C. Earnst said he would suggest it be paid out of State Aid because if we keep depleting funds from Beyond Books then it could be the start of a slippery slope. K. Udden agreed. K. Penders said we should be very careful what we use Beyond Books for and said it should not be for operational needs. C. Igo Freeman said this is not a frivolous expenditure and expressed her concern that this is a need. The Board came to the consensus this expenditure is needed and funding should be taken from State Aid or funds other than Beyond Books.

Before adjournment, K. Penders spoke about Margi Rossetti and what she accomplished in her 31 years of service. Her body of work encompassed creativity and development of young readers. She also played a pivotal role on the building committee during the Boyden Library expansion project. K. Penders thanked her for the countless unpaid hours she put in and said the library would not be where it is today without her leadership and participation.

A motion was made to adjourn by K. Penders at 8:25 p.m., second by C. Igo Freeman. The motion was approved 5-0-0.