

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Tuesday, December 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, Joyce Parlapiano, Kevin Penders, Deb Stone, Katherine Udden, Library Director Manny Leite, and Janice Rosado of FOL.

Public Input: None

Minutes: Approval of November 10, 2020 Meeting Minutes-

A motion to approve the November 10, 2020 meeting minutes was made by C. Igo Freeman and second by K. Penders. D. Stone abstained because she was not present at this meeting and J. Parlapiano abstained because she was not appointed to the Board until December 1, 2020. The motion was approved 4-0-2.

Correspondence:

Manny said there was a letter sent to the Boyden Library from Frank Spillane's office indicating Attorney Spillane would be handling the estate of a long-time resident who had bequeathed a sizeable donation to Boyden. Attorney Spillane is currently probating the Will and we will hear from him once this process is complete. The donation was bequeathed by the decedent with the restriction that it be used for the purchase of books made of paper. Manny said he would send a note to the family giving his condolences and acknowledging the donation.

Friends' Report:

J. Rosado said the Giving Tree will end tomorrow, December 9, 2020. J. Rosado said the Friends would continue the book collection until December 31st and those books will be distributed in January 2021 through the schools. The Friends membership drive starts in January and that will be mentioned in their January newsletter. J. Rosado said she met J. Henderson and the staff are working with her to spend the rest of the money provided by the Friends for children's materials, crafts, and a pop-up art class.

J. Rosado discussed the monthly upcoming Friends meetings and explained there would not be a meeting in December. Trustee attendees for the Friends 2021 meetings will be as follows: K. Penders on January 6, 2021, C. Igo Freeman on February 3, 2021, J. Parlapiano on March 3, 2021, K. Udden on April 7, 2021, D. Stone on May 5, 2021, and C. Earnst on June 2, 2021.

Professional Staff Reports:

The professional staff reports were distributed, reviewed, and discussed. Tim continues to answer various questions including those about UFO's, KBH continues to work hard posting You Tube videos, and Suzanne continues to purchase DVDs.

K. Penders asked about the notations in KBH's professional report relative to Covid issues and staff. Manny said there were some matters but not anything of concern. He said we have handled it well and there is no concern at this time.

Financial Reports:

The November Financial Report was distributed and discussed. Manny said we are buying steadily but we are on track and it has been business as usual. K. Penders had a question about salaries and wages. K. Penders said we expended about 34% of projected annual budget and it looks like pages are being used more than substitutes. Manny said that is correct. Manny said we will see an expenditure increase in the substitutes salary line item when staff start taking their vacation time.

Director's Reports:

Manny had various Zoom meetings with directors throughout the state. He mentioned some libraries have had problems with delivery service and some have had to deal with unruly patrons. These have been hot topics among library directors.

A new UPS system was installed because of issues with the Boyden's phone system going down.

Liaison Reports:

C. Earnst said the Board met with the Board of Selectmen in November and Manny gave a great report relative to the status of the library and how it has been handling the Covid crisis.

Trustee Sub-Committees: None

Update on the Coronavirus and Library Operations:

Manny said it is business as usual. He said Boyden has plenty of PPE on hand. He said currently Boyden is not very busy at this time and neither are other area libraries. He said most libraries in red zones have been shut down and will be closed for the rest of the calendar year but would still be offering curbside pickup.

K. Penders mentioned the guidelines Boyden is operating under (i.e. 20% capacity) is far more restrictive than Gov. Baker's roll back of 40% that was put in place today.

Introduction of Newly Appointed Trustee Joyce Parlapiano:

C. Earnst welcomed Joyce to the Board. The Board introduced themselves to Joyce and all members welcomed her. K. Penders suggested to provide J. Parlapiano with the Trustee Handbook.

Library Hours on Saturday, December 26, 2020 and Saturday, January 2, 2021:

Library hours on these dates were discussed by the Board.

A motion was made by K. Penders to close the Boyden Library on Saturday, December 26, 2020 and January 2, 2021 as a gesture of support and good tidings to staff. The motion was second by C. Igo Freeman. The motion was approved 6-0-0.

FY22 Budget:

Manny said the format is a little different because of new software. Manny went line item by line item and explained the major increases and decreases. He high-lighted the Librarian Level II increasing significantly because it includes the addition of a YA librarian. He said this is the third year he has asked for this additional position but unfortunately it was cut from the FY21 budget because of the Covid pandemic. He also explained the Professional Librarian line item decreased because of the retirement of Margi Rossetti and her replacement was hired at a much lower rate. Manny's concern is that he may have to apply for a waiver if he doesn't meet the budget numbers under MAR guidelines. After discussion with the Board, the budget numbers were revised for some line items.

A motion was made by K. Penders to accept the budget as amended at \$1,208,836.00, second by D. Stone. The motion was approved 6-0-0.

A motion was made to adjourn by K. Penders at 8:55 p.m., second by D. Stone. The motion was approved 6-0-0.

Respectfully submitted,

Pamela Riccio