



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

**Meeting Conducted Remotely and Recorded live via FCATV.org and YouTube**  
Tuesday, January 12, 2021

**Members Present:** Chairman Collin Earnst, Vice Chair Deb Stone, Clerk Christine Igo Freeman, Joyce Parlapiano, Kevin Penders, and Katherine Udden.

**Also Present:** Library Director Manny Leite, and FOL Chairman Janice Rosado

**Called to Order:** The meeting was called to order at 7:00 p.m. by Chairman C. Earnst. Followed by a roll call for attendance. All members were present.

**Documentation:**

December 1, 2020 and December 8, 2020 Draft Meeting Minutes  
Reports- Professional Librarian Report, Director's Report, and December 2020 Financial Report  
FY21 Y-T-D Book and AV Breakdown  
FY22 General Fund Budget Worksheet  
Boyden Library Holiday Closings- January 2021 through July 2021

**Open Meeting Law Requirements/Remote Participation:**

There was an OML training in December for all department heads. Manny explained remote meetings require a roll call for attendance and any vote taken by the Trustees requires a roll call vote as well.

**Public Input:** None

**Approval of Meeting Minutes:**

Upon a motion made by Christine Igo Freeman, and second by K. Penders, the Board voted to approve the December 1, 2020 meeting minutes. A roll call vote was taken: those in favor were C. Earnst, D. Stone, K. Penders, and C. Igo Freeman. The motion was approved 4-0-2. J. Parlapiano, and K. Udden abstained.

Upon a motion made by D. Stone, and second by K. Penders, the Board voted to approve the December 8, 2020 meeting minutes. A roll call vote was taken: those in favor were C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, K. Penders, and K. Udden. The motion was approved 6-0-0.

**Correspondence:** None

**Friends' Report:**

The giving tree collected 82 gift cards and most were in the domination of \$50.00 each. The Friends also collected 90 books to be distributed to the community. The annual Friends meeting is the first

Wednesday in February. The Friends will have their election too but will be doing a by-law change before the election. The by-law change would add an emeritus position to allow some long-time members to remain on the board but in a non-voting position. D. Crimmins is working on the newsletter and it will be a mailed hard copy. The Friends are working on their membership drive. J. Rosado said the Friends are planning a Spring book sale too. She explained there will need to be a process to quarantine the collected books and said that could be discussed later in this agenda.

### **Professional Staff Reports:**

The professional staff reports were distributed and discussed. J. Henderson had her first round of programming which was a New Year's Eve party with Miss Kacee and 42 attended. T. Golden is currently weeding non-fiction and looking to refresh the collection with new updated materials. KBH has taken on the weekly column in the Foxboro Reporter as well as training a substitute in Adult Services.

### **Financial Reports:**

The December 2020 Financial Report was distributed and discussed. Manny said things are on track and going well.

### **Director's Reports:**

The director's report was distributed and discussed. Manny attended a mandatory OML training in December. He met with Administration to discuss the FY22 budget. The library was closed on December 17<sup>th</sup> because of the snow storm. The safety bar in the parking lot was hit and the support pole will need to be repaired. The repair to the pole will be done by DPW when the weather is warmer. Manny attended various SAILS meetings and the current hot topic is libraries that are in red zones. Manny said Foxborough is in a red zone but fortunately Boyden is open to the public mainly due to precaution protocols in place to keep patrons and staff safe.

### **Liaison Reports:**

There is a request by Advisory Committee to meet with Manny and C. Earnst this coming Monday.

### **Trustee Sub-Committees:**

None

### **Update on FY22 Budget:**

The budget that was voted at the last Trustee meeting was presented to Administration and Finance. The feedback from B. Keegan was Administration is not supporting any new positions in FY22. Manny explained to the Trustees the budget numbers voted on December 8<sup>th</sup> will now have to be adjusted based on the removal of the YA position from the budget.

Per C. Earnst from Administration's perspective and a tax payer perspective, there isn't a comfort level in increasing head count at this time. However conversely, C. Earnst explained to B. Keegan that Boyden is under-serving young adults by not adding this position. He pointed out the Trustees feel very strongly about this and have asked for this position to be added for the past two years. C. Earnst stressed to Administration that as a Trustee for the Library, it is his role to advocate for the needs of the library and the YA position is something he and all Trustees will continue to push for in future budgets.

K. Penders agreed the single biggest priority was adding the YA position and Boyden's budget reflected that based on the vote taken by the Trustees on December 8<sup>th</sup>. Now, as a consequence of the YA position being taken out of the budget, K. Penders said there are further adjustments needed for some line items such as cleaning services, custodial supplies, and the office supplies. He also mentioned COLA and sick buy back have been moved into a newly created line item. K. Penders said the newly adjusted numbers are in the "FY22 Adjustments" column and he noted the overall budget is down 2% from FY21.

J. Parlapiano said it was a reasonable budget based on the circumstances. C. Igo Freeman thanked Manny, K. Penders, and C. Earnst for reworking the numbers. D. Stone said she was comfortable voting on the adjustments. C. Earnst said he would support the adjustments with mixed feelings, adding that it is important to get the YA position into the budget in short order but he feels it will be too difficult to get it in FY22.

Upon a motion made by C. Igo Freeman and second by K. Udden, the Board voted to approve the FY22 Adjustments as outlined on the FY22 General Fund Budget Worksheet. A roll call vote was taken: those in favor were, C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, and K. Udden. The motion was approved 5-1-0. K. Penders dissented.

**Update on the Coronavirus and Library Operations:**

Manny said other local libraries in red communities are shutting down and only offering curbside pickup. Things at Boyden are going well with no issues. He reiterated and answered J. Parlapiano's question that each item which is returned to Boyden is quarantined for 72 hours (standing upright). Manny said Boyden is cleaned daily with disinfectant to make it safe for staff and patrons. Manny said traffic in the library is picking-up but we still have not had a problem with reaching capacity.

**Holiday Schedule- January 2021 through June 2021:**

Upon a motion made by K. Penders, and second by K. Udden, the Board voted to approve the Holiday Schedule from January 2021 through June 2021. A roll call vote was taken; those in favor were C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, K. Penders, and K. Udden. The motion was approved 6-0-0.

**Boyden Library Website:**

Manny said it is time to freshen-up our website and look into one that has more features. Manny would like to look into companies who specialize in town and library websites. K. Penders said the website is about seven years old. C. Earnst asked if there was money budgeted for this expense. Manny said he is looking into the cost and is anticipating it to be about \$5K. C. Earnst said this past year more patrons have been using the website so it makes sense to update and modernize it. K. Udden volunteered to be on the committee to explore securing a new website.

**Friends Donation Drop-Off Day:**

J. Rosado wanted to have a drop-off day for donated books in preparation for the next book sale. The problem the Friends are facing is how to quarantine the donated books. Because of the current pandemic, K. Penders is not in favor of materials being received by Boyden as they could expose the staff to Covid-19. He does not want to jeopardize the health and safety of the staff. J. Rosado said the Friends will be looking into a site to collect and quarantine the materials because of concerns raised about using Boyden.

Upon a motion made by K. Penders, and second by K. Udden, the Board voted to adjourn at 8:23 p.m. A roll call vote was taken; those in favor were, C. Earnst, D. Stone, C. Igo Freeman, J. Parlapiano, K. Penders and K. Udden. The motion was approved 6-0-0.

Respectfully submitted,

Pamela Riccio