



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

**Meeting Conducted Remotely and Recorded live via FCATV.org and YouTube**  
Tuesday, February 16, 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, FOL members Sue Collins and David Crimmins, and Evan Barta of EPBRI.

**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 at that time except Christine Igo Freeman who joined the meeting at 7:20 p.m.

**Documentation:**

January 11, 2021 Draft Meeting Minutes for Approval  
Reports- Professional Librarian Reports, Director's Report, and January 2021 Financial Report  
FY21 Y-T-D Book and AV Breakdown  
FY22 Final Budget Worksheets  
Website Proposal prepared by Evan Barta of EPBRI  
Friends of Boyden Library- Book Sale History

**Public Input:** None

**Boyden Library Website Discussion and Vendor Presentation:**

Manny said the current website is seven years old and needs a face lift. He, Kathy Bell Harney, and K. Udden explored three vendors who specialize in library and municipal websites. Evan Barta of EPBRI was the vendor who offered the style of website Manny was looking for at a considerably lower cost than the other two other vendors. Evan said the main goal when designing websites is to make it visually appealing, easy for patrons to find the information, and user friendly for staff to update quickly. Evan informed the Board they could click on the link to view the full presentation that was given to Manny earlier this month. Evan gave a quick overview/demonstration, touched on the most important parts of website content, and presented how the site would look on a mobile device. K. Penders asked Evan what would be the biggest challenge (if any) to migrate from the current platform to the new website. Evan said he doesn't know at this time without administrator access to the current site. Evan said it would probably be easier to build the new site instead of copying content to it. He mentioned he has some templates and workflows already done so he would not be starting from scratch. Evan will also need to speak with staff and the Friends to see what content is important to them and customize the site accordingly. The Board had questions about who the host would be and who would have access to the server. Evan said he leases server access through Digital Ocean. Digital Ocean provides high level networking, backups, and provides the IP address.

Manny attached Evan's proposal for the Trustee's review and suggested a vote be taken at the March 2021 meeting. Manny said he would like the new website up and running before the start of the summer reading program. K. Penders said he would like to know the cost for a service contract before committing to a vendor. He stated it is for budgetary reasons and to be sure the purchase price threshold is not exceeded. C. Earnst said the new website appears to be a plug and play product so a service contract may not be needed. Manny agreed to get the cost of a service contract and would forward that information to the Board for their review before the March meeting. It was agreed the Board would discuss and potentially take a vote on the website vendor at their March 9, 2021 meeting.

**Approval of Meeting Minutes:**

Upon a motion made by K. Penders, and second by C. Igo Freeman, the Board voted to approve the January 11, 2021 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:**

D. Crimmins spoke about the income the Friends took in from book sales up until 2020. He said book sales are a very important revenue stream to fund programs for the library. He mentioned the Friends are proposing to have a spring book sale and therefore are looking to have a collection day on February 27, 2021. The collection day would be done outside of the Boyden Library using a reservation system and all safety protocols would be in place. The books collected would be used at the outdoor book sale tentatively scheduled for Sunday, May 16, 2021 with a rain date of Sunday, May 23, 2021. Manny said he would come in to open the library for the Friends and would be attending the book sale.

Upon a motion made by C. Igo Freeman, and second by D. Stone, the Board voted to approve the trial run book collection date of Saturday, February 27, 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.

Upon a motion made by D. Stone, and second by J. Parlapiano, the Board voted to approve the book sale date of Sunday, May 16, 2021 pending the state reopening plan is still in effect. 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.

**Professional Staff Reports:**

The professional staff reports were distributed and discussed. Manny gave a special thanks to KBH, C. Earnst, and K. Udden for assisting with the meetings with the website designers.

**Financial Reports:**

The January 2021 Financial Report was distributed and discussed. Manny pointed out the FY21 encumbrance of \$100.38 will not be spent because one invoiced item came in at a lower cost than anticipated. Manny also said the custodial supplies line item is expended due to the purchase of disinfecting products and supplies to sanitize the library.

**Director's Reports:**

The director's report was distributed and discussed. The FY22 Budget and vaccine distribution were two hot topics in the past month. There will not be any in-person conferences this year with the exception of the fall conference in New Hampshire. Lastly, Manny mentioned Boyden was closed on February 1, 2021 due to inclement weather.

**Liaison Reports:**

There was a meeting with the Advisory Committee on February 10, 2021 regarding the FY22 Budget. Comments relative to this meeting are discussed under the FY22 Budget update below.

**Trustee Sub-Committees:**

None

**Update on FY22 Budget:**

Manny said the Advisory Committee was very supportive about his presentation and he feels it is because he has been very transparent. Manny mentioned he would be pushing for the YA position in the FY23 budget cycle as it is a critical need of the library. K. Penders agreed that AdCom did not have many questions relative to the budget and that is a good indication we did our job.

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

Manny said there isn't anything new to report about the Coronavirus other than Governor Baker has increased the capacity for libraries to 40 percent. Manny mentioned Boyden is still operating under stricter guidelines at 20 percent capacity. He said Boyden has been open since May 2021 with curbside pick-up and then opened to the public at the end of July 2021. He said Boyden has been fortunate there has not been any interruption in service and lucky our staff has remained healthy throughout this pandemic.

Upon a motion made by K. Penders, and second by C. Igo Freeman, 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