

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, June 03, 2014

7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Fran Spillane, Ellen Pillsbury, Joe Lally, and Sue Burlone; Advisory Committee liaison Kevin Powers; website designer Tom Spizuoco of TS Target Sites. Also present Friends' President Diane Monahan, Library Director Jerry Cirillo and Adult Services Coordinator Kathy Bell-Harney. Absent: Trustee Tom Magee.

New Website Demo:

Tom Spizuoco of TS Target Sites did a graphic presentation of the new Boyden Library website. He explained that all information on the website will be manageable through the administrative interface. Jerry and Kathy Bell-Harney will continue to work with Tom on the content.

Minutes: The minutes of the May 6, 2014 meeting were reviewed. Ellen Pillsbury made a motion to approve; Sue Burlone seconded; all approved 5-0.

Friends' Report:

Friends' President Diane Monahan discussed the Friends' annual book sale that was held on May 15, 16 and 17. She expressed high praise for the book sale committee. The next scheduled book sale will be held on November 14, 15 and 16. She complimented Sue Collins on her running of the Friends' booth on Founder's Day – selling children's books and glow sticks, and handing out lollipops. The Friends will not be meeting in July or August. Their next scheduled meeting will be held on Wednesday, June 4.

Professional Staff Reports:

The May 2014 staff reports were reviewed.

Financial Report:

The April 2014 financial report was reviewed.

Director's Report:

The director's report was reviewed. Director Cirillo reported the LEED grant was approved and the library was awarded the silver certificate. Also discussed was the success of the Author Series with Kevin Penders complimented the Friends on their support of the series. Director Cirillo commented that he is receiving requests from authors to participate in future Author Series at the library. Director Cirillo also reported the plan to hold a few events during the library's birthday week (August 22).

Approval of Construction Project Invoices:

Louison, Costello, Condon & Pfaff, LLP dated 5/6/14 in the amount of \$180.00 was reviewed. Kevin Penders made a motion to approve; Fran Spillane seconded; all approved 5-0.

Motion for FY2015 Bill/Payroll Signing

Trustee Kevin Penders made a motion that Jerry Cirillo, Library Director, be responsible for the signing of the library's weekly payroll, turnover of funds to the Town, bills submitted to the Town, and for oversight approval of expenditures needed for supplies, maintenance and

repair, and similar items up to the amount of \$10,000 for FY2015; the above duties to be carried out by Senior Professional Librarians in the absence of the Director. Sue Burlone seconded the motion; all in favor 5-0.

Library Technology Update:

Director Cirillo reported that ProAV Systems has installed all but one monitor (which was found to be damaged when removed from delivery box). He will continue discussions with them to get the system up and running hopefully in the next few weeks.

Liaison Reports: Selectmen; Advisory Committee:

No report for Selectmen. Kevin Powers, Advisory Committee liaison had nothing to report.

Trustee Sub-Committees:

The account to be used to fund Sunday Hours will be determined before the beginning of Sunday hours scheduled for October 2014.

Other Business:

Fran Spillane made a motion to delegate to Kevin Penders and/or Tom Magee the authority to approve construction project invoices through the months of July and August 2014; Ellen Pillsbury seconded; all approved 5-0.

Items for next agenda:

None

8:25 pm Joe Lally moved to adjourn; Sue Burlone seconded; approved 5-0.

Respectfully submitted,
Deborah J. Volpini