

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, September 02, 2014

- 7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Tom Magee, Sue Burlone, Fran Spillane, Ellen Pillsbury, and Joe Lally. PMSBC Chairman Bill Yukna. Also present Friends' President Diane Monahan and Library Director Jerry Cirillo.
- Minutes: The minutes from the June 03, 2014 meeting were reviewed. Chairman Kevin Penders requested they be amended as follows: Director's Report – Director Cirillo also reported the plan to hold a few events during the library's birthday week (*July 22*). Kevin Penders then made a motion to approve; Ellen Pillsbury seconded; 5-0-1.

Construction Project Closure Agreement:

PMSBC Chairman Bill Yukna discussed the close out of the building/renovation project. He commented that Western Surety Company did a great job fulfilling the obligations of the original contractor TLT Construction. Mr. Yukna presented the Project Closure Agreement between Western Surety and the Town of Foxborough along with Change Order #3 and #4 and Application and Certificate for Payment to Western Surety Company for approval. After the discussion, Kevin Penders made a motion to approve Change Order #3 dated August 7, 2014 in the amount of \$3,126.25; Tom Magee seconded; all approved 6-0. Chairman Penders then made a motion to approve Change Order #4 dated August 11, 2014 in the amount of \$85,102.05; Tom Magee seconded; all approved 6-0. Kevin Penders made a motion to approve the Application and Certificate for Payment dated August 1, 2014, in the amount of \$181,218.09; Tom Magee seconded; all approved 6-0. Kevin Penders made a motion to approve the Project Closure Agreement; Fran Spillane seconded; all approved 6-0.

Chairman Penders thanked Bill Yukna and the Permanent Municipal & School Building Committee. He then made a motion to commend the director and all of the other library staff for their perseverance, hard work and patience as we moved out, moved in and returned to this fabulously renovated space; Tom Magee seconded; all approved 6-0.

Approval of Construction Project Invoices: No invoices to approve

Friends' Report:

Friends' President Diane Monahan noted that following the summer break, the Friends would be meeting on September 03. She mentioned the Friends support of the Summer Reading programs and other summer programming at the library. She also reported that Neda Joury-Penders has resigned as Vice-President and her position on the Board. Diane said they intend to fill these vacancies at the September 03 meeting. Diane spoke about the upcoming book sale on November 14, 15 and 16; that the Friends are working on a new membership campaign; that the spring book sale did well and also about the Founders Day booth manned by Sue Collins. Sue Burlone plans to attend the Friends' meeting tomorrow evening.

Professional Staff Reports:

The June, July and August staff reports were reviewed.

Financial Report:

The May 2014 and June 2014 financial reports were reviewed.

Director's Report:

The director's report was reviewed.

Library Technology Update:

Director Cirillo reported the LCD projector in the Community Meeting Room was working; work continues on the message boards; Karen Dugan is working on digital signage schemes; content for the new webpage is being sent to Tom Spizuoco and the hope is to have the new webpage up and running by early October; and plan to use "constant contact" before the first Sunday opening.

Liaison Reports: Selectmen; Advisory Committee:

No report for Selectmen. No report from ADCOM.

Trustee Sub-Committees:

No reports were given.

Other Business:

Director Cirillo and Chairman Penders received communication from the Foxborough Universalist Church regarding a joint parking area. Director Cirillo will explore and report back to the Trustees. There was a discussion on programming and Chairman Penders asked all Trustees to bring ideas for programming to next month's Trustee meeting.

Items for next agenda:

None

8:05 pm Fran Spillane moves to adjourn; Ellen Pillsbury seconded; all agree 6-0.

Respectfully submitted,
Deborah J. Volpini