

Boyden Library  
Board of Trustees  
Minutes of Monthly Meeting  
Tuesday, June 02, 2015

- 7:00 pm        Welcome and call to order Kevin Penders.  
Attendees: Trustee Kevin Penders, Joe Lally, Sue Burlone, Deborah Stone and Collin Earnst. Also present Library Director Jerry Cirillo, Friends' President Dave Crimmins and Assistant Town Manager Mary Beth Bernard. Absent: Trustee Tom Magee.
- Minutes:        The minutes of May 12, 2015 minutes were reviewed. Joe Lally made a motion to approve; Collin Earnst seconded; approved 5-0.
- Correspondence:  
                  No new correspondence to discuss.
- Friends' Report:  
                  President Dave Crimmins reported the book sale held May 14-16 earned \$3000. At the end of the sale the Friends' donated 80 boxes of leftover books to the Foxborough BIT auction. He mentioned that Friends' member Sue Collins will be manning a booth at Founder's Day. Also the Friends' will be taking a summer hiatus and will resume meeting in September. The next Friends' meeting is scheduled for Wednesday, June 03, 2015 with Trustee Joe Lally attending.
- Professional Staff Reports:  
                  The May 2015 staff reports were reviewed. There was a discussion about the reporting format used by the professional staff. It was suggested that the format be changed from a daily itemized report to a synopsis of monthly activities. Director Cirillo said he will implement these changes with the next report.
- Financial Report:  
                  The April 2015 financial report was reviewed.
- Director's Report:  
                  The director's report was reviewed. After a brief discussion, Kevin Penders made a motion that the Library Director be responsible for the signing of the library's 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 FY 2016; the above duties to be carried out by Senior Professional Librarians in the absence of the Director. Joe Lally seconded the motion and it was approved 5-0.
- Liaison Reports: Selectmen; Advisory Committee:  
                  No reports.
- Trustee Sub-Committees:  
                  Personnel – will be discussed in Library Director Search Process agenda item.  
                  Budget – no discussion.  
                  Gifts – Sue Burlone and Deb Stone asked for clarification with regard to meeting as a sub-committee and the 48-hour notice requirement. After some discussion regarding the Beyond Books Capital Fund, it was decided that Sue and Deb would meet next week with Director Cirillo to go over details of the fund.  
                  Technology – nothing to report at this time.

#### Library Director Search Process:

Assistant Town Manager Mary Beth Bernard presented to the Trustees a proposed timeline and discussed in detail the process for the Library Director search. Kevin Penders suggested the creation of a screening committee to consist of seven members who would include three Trustees - Kevin Penders, Tom Magee and Joe Lally, library staff member - Deb Volpini, Friends' President Dave Crimmins, Assistant Town Manager Mary Beth Bernard, and member of the public - Jeff Lovely. There was also a lengthy discussion on the vetting process and the pros/cons of phone interviews. Mary Beth also distributed a job description and job posting. Kevin Penders mentioned that he had spoken earlier with Town Clerk Bob Cutler asking for clarification on who was authorized to make the final decision on hiring - the Trustees or the Town Manager. Town Clerk Cutler will review the issue and provide a response to Chairman Penders. After reviewing the job description and job posting, it was decided that any edits or changes will be sent to Mary Beth by June 9 in order to stay within the proposed timeline.

Kevin Penders made a motion proposing that the library Board of Trustees approve the creation of a Library Director Screening Committee to include three Trustees; a Town representative; a Friends' member; a library staff member and a member of the public for the purpose of reviewing, vetting and selecting finalists for the director's position and to recommend to the Board and Town Manager, as appropriate, for candidate selection. Sue Burlone seconded the motion; approved 5-0.

Kevin Penders then made a motion that the Trustees, in conjunction with the screening committee and the Library Director, review the job posting and job description so that they may be posted in the appropriate job listing sites; Collins Earnst seconded; approved 5-0.

#### July/August Meeting Schedule:

No meetings scheduled, unless necessary in August due to the director search process.

New Business: None

#### Items for next agenda:

- Select Finalists
- Site Visits
- Background Checks

8:15 pm Joe Lally made a motion to adjourn; Collin Earnst seconded; approved 5-0.

Respectfully submitted,  
Deborah J. Volpini