

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Tuesday, February 2, 2016

7:00 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Tom Magee, Sue Burlone, Joe Lally, Deborah Stone and Collin Earnst. Also present Library Director Manny Leite and Friends' Treasurer Bernadette Thie.
Guests: Jeff Lovely and Finance Director Randy Scollins. Revenue Officer Lisa Sinkus attended the Beyond Books discussion.

Minutes The minutes of the January 5, 2016 meeting were reviewed. Tom Magee made a motion to approve; Collin Earnst seconds; approved 5-0-1 (Sue Burlone abstains).

Correspondence

Deb Volpini expressed the thanks and appreciation of the staff of the library for the New Year/Appreciation Breakfast sponsored by the Trustees and held on Wednesday, January 27.

Kevin Penders was contacted by Janet Katz, the Legislative Aide to Senator James Timilty, regarding the possibility of Senator Timilty holding informal Sunday afternoon meetings at the library. After a brief discussion, Kevin agreed to reach out to Ms. Katz and ask that she contact Deb Volpini to coordinate the scheduling of these meetings.

Friends' Report

Friends' Treasurer Bernadette Thie reported the Friends' are working on the budget for calendar year 2016. She also reported the Friends' have agreed to fund two of the library's museum passes: the Museum of Science and the Roger Williams Park Zoo. The Friends' will also begin funding Young Adult programming in 2016. Bernadette also mentioned they are working towards setting up an ongoing book sale using space on the 1st floor of the library adjacent to the Friends' Room.

Professional Staff Reports

The January 2016 staff reports were reviewed. Briefly discussed was the installation of the new microfilm machine on the mezzanine level of the library.

Financial Report

The December 2015 financial report was reviewed.

Director's Report

The director's report was reviewed. Brief discussions followed on the roof leak; the handicapped parking spaces, the new Blu-Ray collection, the Legislative breakfast held on January 29, and the MA Library Association Legislative Day at the State House to be held on Tuesday, March 8. Director Leite noted that he plans to attend the event. Also discussed was the ADCOM meeting held on January 20 at which the proposed FY2017 library budget was reviewed. Trustees Penders and Magee, along with Director Leite attended.

Liaison Reports

ADCOM – previously discussed.
Selectmen – No report.

Trustee Sub-Committees

- Personnel: Chairman Penders distributed the Library Director Evaluation form to the Trustees with a plan to perform the review in the Fall of 2016.
- Gifts Funds: Discussion tabled until the discussion with Jeff Lovely and Randy Scollins.
- Technology: Director Leite reported that he is continuing to work with Comcast in providing more bandwidth for the public computers.

New Business

- Legislative Breakfast vote: Kevin Penders moved that the Trustees donate \$50 to the MA Board of Library Commissioners Legislative Breakfast; Tom Magee seconds; approved 6-0.
- Summer and YA Programming: The list of summer and Young Adult programming was reviewed. Following the discussion, Kevin Penders moved to approve the funding of \$1125 from State Aid for the summer programming; Sue Burlone seconds; approved 6-0.

Guests: Jeff Lovely and Finance Director Randy Scollins

Kevin Penders opened the discussion by explaining that the Trustees are seeking clarification on who controls the Beyond Books Capital Campaign funds and are also asking for verification that the funds are in a place where the Trustees can access them. Randy Scollins confirmed the total amount of \$452,704.51 remaining in the fund and that the fund consists of monies in the Beyond Books account held in the Town's General Fund and cash from sale of donated stock held in a Fidelity account. Randy spoke to the security of the funds explaining they are gift funds and that there is no claim that can be made on these funds by anyone other than the Trustees. He explained that the cash held by Fidelity could be moved to the General Fund for full amount accessibility. The Trustees could look at an outside firm to act as the investment manager with access controls being renewed as the Board of Trustees changes. Jeff Lovely explained the Beyond Books Capital Campaign process and the vote of the campaign committee on September 17, 2013 to transfer the funds to the control of the Board of Trustees. It was agreed that a copy of the September 17, 2013 vote will be attached to these minutes. Randy Scollins then explained that he cannot take any action regarding the funds without the vote of the Trustees. He then asked that once the Trustees vote and approve the minutes that a copy of the minutes is given to him for vote implementation.

Following the discussion, Kevin Penders made a motion to have Lisa Sinkus transfer the existing funds in the Fidelity account to the Beyond Books Gift Fund General Fund; Sue Burlone seconds; approved 5-0-1 (Tom Magee abstains).

Kevin Penders then made a motion to authorize the Gift Funds sub-committee to meet with the Town's finance officials and other potential investment providers for the purpose of identifying and proposing possible growth bearing investment options for the Beyond Books Gift Fund; Deb Stone seconds; approved 6-0.

Kevin Penders then noted, for the purposes of the minutes, recognition by the Trustees of the Beyond Books Committee's September 17, 2013 vote to appropriate all remaining funds raised in the Capital Campaign to the Trustees for its control and expenditure, consistent with the mission of the Beyond Books Campaign. Also to further recognize that the Beyond Books Capital Campaign has fulfilled its mission and that the funds shall be maintained by the Town; and in the dominion and control of the Trustees.

Trustee Penders then thanked Jeff Lovely, Randy Scollins and Lisa Sinkus for attending the meeting for this discussion.

New Business continued

- Museum Passes: Director Leite reported his meeting with representatives of the Lakeview Pavilion Charitable Foundation and their agreement to sponsor the renewal of the following museum passes: Boston by Foot, Boston Children's Museum, Isabella Stewart Gardner Museum,

Museum of Fine Arts, Mystic Seaport, New England Aquarium, Plimoth Plantation and Zoo New England – Franklin Park & Stone Zoo. Secretary Sue Burlone will send a thank you, on behalf of the Trustees, for their donation.

- Policies: Director Leite presented an updated Internet Policy and Wireless Policy for discussion and review. Following the discussion, Trustee Penders requested the Internet Policy be amended to include the following: “Computers are not for proprietary business purposes”. Tom Magee made a motion to approve the amended Internet Policy; Collin Earnst seconds; approved 6-0. Tom Magee next made a motion to approve the Wireless Policy, which is a companion document to the Internet Policy; Collin Earnst seconds; approved 6-0.

Items for Next Agenda

- Home Services Policy

Next Month Meeting Date

March 1, 2016

8:32 pm Joe Lally made a motion to adjourn; Tom Magee seconds, approved 6-0.

Respectfully submitted,
Deborah J. Volpini