

Boyden Library  
Board of Trustees  
Minutes of Monthly Meeting  
Tuesday, December 6, 2016

7:00 pm Welcome and call to order Kevin Penders.  
Attendees: Trustees Kevin Penders, Joe Lally, Collin Earnst, and Deb Stone. Also present Library Director Manny Leite and Friends' Treasurer Sue Collins. Absent: Trustee Tom Magee.

Minutes The review and approval of the minutes from the November 1, 2016 meeting has been postponed to the January 10, 2017 meeting.

Correspondence  
None

Friends' Report  
Friends' Treasurer Sue Collins expressed how happy their board is with the November book sale earnings. She mentioned the setup of the "Last Chapter" book sale items now located on the Ground Floor of the library. She also mentioned the January 2017 newsletter will be the last hard copy to include the yearly dues envelope. She also suggested the library staff peruse the Friends donations for additions to the library collection.

Professional Staff Reports  
The November 2016 staff reports were reviewed.

Financial Report  
The October 2016 financial report was reviewed.

Director's Report  
Director Manny Leite acknowledged the retirement of Department Coordinator Deb Volpini effective December 31. Manny introduced and welcomed Christina Metcalf the new Department Coordinator whose official start date is December 12.

Liaison Reports  
ADCOM - The proposed FY2018 budget is in process. It will be presented to ADCOM on January 18, 2017 at 8:00 pm.  
Selectmen – Kevin Penders asked Joe Lally to reach out to the Selectmen to schedule a joint meeting on 12/13 or 12/27 regarding the appointment of Christine Igo Freeman to the vacancy on the Board due to the resignation of Sue Burlone.

Trustee Sub-Committees  
Gift Funds – Deb Stone distributed copies of the Investment Policy Statement created by Bartholomew & Co. for the Board to review.  
Budget – The Board of Selectmen have asked that each department strive for a "Level Services" budget for FY2018. Manny advised the Trustees of a slight increase for the SAILS membership fee of approximately 3% in FY2018.

## New Business

### Young Adult Room – Code of Conduct Policy

Manny presented for review a Code of Conduct Policy for the Young Adult Room. After reviewing the policy, Collin made a motion to accept the policy as submitted; Deb Stone seconds; approved 4-0.

HotSpots – Through T-Mobile, Manny will be receiving three HotSpots for the library; two will be made available in 2017 for circulation and one will be used within the library. There will be a monthly fee, of approximately \$31.50 each, charged by T-Mobile for the use of the HotSpots. Patrons who borrow the circulating HotSpots will be asked to sign a HotSpot Agreement. Kevin Penders suggested adding “the cost to replace a HotSpot” to the agreement that patrons will be signing.

Next Meeting Date: January 10, 2017

8:05 pm Joe Lally made a motion to adjourn; Collin Earnst seconds; all approved 4-0.

Respectfully submitted,  
Deborah J. Volpini