



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Tuesday, October 13, 2020

A statement was made by C. Earnst that the Board of Trustees meeting was being broadcast and recorded live at www.fcatv.org/live and YouTube at youtube.com/FCATV.org

The meeting was called to order at 7:00 p.m. with Trustees, Collin Earnst, Christine Igo Freeman, Kevin Penders, Deb Stone, Library Director Manny Leite, Janice Rosado of FOL, Finance Director George Samia, and Michelle Newcomb and Alex Bartholomew of Bartholomew & Company. Katherine Udden was not present.

Public Input: None

Bartholomew SVP Alexander Bartholomew and VP Michelle Newcomb:

The Library Trust Funds report for the month ending September 30, 2020 was distributed. Michelle and Alex gave the Board an update on the portfolio's performance since inception up until 2020. Michelle commented there are restrictions based on M.G.L. as to how municipal funds can be invested and that is the reason why the funds are invested so conservatively. K. Penders said the portfolio is a healthy one.

Minutes: Approval of March 20, 2020 and September 8, 2020 Meeting Minutes-

A motion to approve the March 20, 2020 meeting minutes was made by K. Penders second by C. Igo Freeman. The motion was approved 4-0-0.

A motion to approve the September 8, 2020 meeting minutes was made by D. Stone second by K. Penders. The motion was approved 4-0-0.

Correspondence:

Margi Rossetti sent a thank you card to the Trustees and the Boyden staff for their support over the years.

Friends' Report:

J. Rosado said the Friends book shop is doing well and they are taking in more money. The Friends purchased a second block of 50 tickets to the Southwick Zoo. The book sale survey was sent out and 348 responded. Of those surveyed, 70% said they had attended a book sale in the past; 86% said they were interested in attending a book sale; and 88% were at least somewhat comfortable with attending a sale; and 40% said they were very comfortable attending the book sale. Lesleyann Foster will reach out to Manny to decide on a date in November for the book sale. The book sale will be by appointment and it will be on three consecutive days (Thursday, Friday, and Saturday). The adult book sale will be held in the reading room and the children's book sale will be held in the café. She said there would be no bag sale at the end.

J. Rosado reached out to the Discretionary Fund and was told there would not be a toy collection this year. The Discretionary Fund is asking for donations of gift cards instead. The Discretionary Fund will advise what age group, interest, etc. and the Giving Tree will be set-up asking for the purchase of a gift card to support the child's interest. Lastly, J. Rosado explained Margi used to give out new books through the Discretionary Fund. However, the Discretionary Fund won't take them anymore. Therefore, J. Rosado and the Friends are looking into ways to get new books to children through the schools. J. Rosado said it would be nice for children to be able to continue to get a new book.

Discussion among Friends Meetings/Trustee Attendance:

It was agreed that D. Stone would attend the November 2020 Friends meeting and K. Penders would attend the January 2021 meeting.

Professional Staff Reports:

The professional staff reports were distributed, reviewed, and discussed.

Financial Reports:

The September Financial Report was distributed and discussed. Manny reported everything is going well and we are on track.

Director's Reports:

Manny discussed the retirement party that was held for Margi Rossetti who completed 31 years of service as the Children's Services Librarian. He said it was a great socially-distanced gathering and he thanked the staff and Trustees for their help coordinating the party. K. Penders asked if the video montage that was played at the party could be put on the Boyden's website. It would give those who could not attend the party an opportunity to view it. Manny said it could be done and he would reach out to the person who created it.

Manny attended a Cleargov webinar. He explained FY22's budget will be prepared with Cleargov's software and the report may look slightly different because of this. Manny said the software is more user friendly than Munis. Manny also attended regular Sails meetings and director meetings via Zoom. Manny said the weekly meetings are a good forum to share ideas and provide advice/support on multiple topics directly related to directors and library operations.

K. Penders inquired about the BOS's invitation to the Trustees to attend a BOS meeting on Tuesday, November 17, 2020. K. Penders wanted some context on what they are looking for and if there is anything specific that is needed for this meeting. Manny explained this is something new in 2020 where the BOS have requested to meet with each Town department. The BOS will be asking for a department update including operations, staff, and other foreseeable needs of the library in the next fiscal year. C. Igo Freeman asked if all Trustees need to attend. Manny said when he was director in East Bridgewater, a majority of the Board did attend. With that being said, and an agenda would need to be created to be compliant with the OML.

Liaison Reports/Trustee Sub-Committees:

There is a meeting with the BOS on Tuesday, November 17, 2020 to discuss library operations and forecasted needs for the next fiscal year.

Board of Trustees Vacant Seat:

C. Earnst gave an update on the process. He said there are interested candidates and he and D. Stone would bring any recommended candidate(s) to the Board for their consideration. The candidate would then move on to the BOS meeting where the Trustees would make their recommendation to the BOS to appoint the candidate. D. Stone asked if it was possible to bring the candidate forward at the BOS meeting on November 17, 2020. K. Penders said this would be the first opportunity to put this on the BOS agenda. He also said it would be at the discretion of the BOS if they are willing to put this on their agenda back to back with the library’s update/budget discussion.

Update on the Coronavirus and Library Operations:

Manny reported that everything is going well. Some patrons have expressed to Manny that they can not make it to the library by 5:00 p.m. Therefore, Manny is looking to expand the operational hours on Monday and Wednesdays to 10:00 a.m. until 8:00 p.m.

K. Penders had concerns about patron’s access to the library and asked why not expand hours to include Monday through Thursday from 10:00 a.m. to 8:00 p.m. Manny said he would like to be cautious about adding evening hours and Sundays. He said staff is comfortable with two evenings for now and Manny felt we could most likely open Monday through Thursday once a Youth Services Librarian Supervisor is hired. Also, Manny said we are still in a pandemic so he would like to tread cautiously. Manny said if this arrangement works out, he would come back to the Board and expand hours further. K. Penders followed-up to say he would like to see the hours of operation move in the direction of opening four evenings which would include Tuesday and Thursdays from 10:00 a.m. until 8:00 p.m.

A motion was made by D. Stone to approve extending the hours of operation on Monday and Wednesdays from 10:00 a.m. until 8:00 p.m. effective October 20, 2020, second by C. Igo Freeman. The motion was approved 4-0-0.

Manny informed the Board that Governor Baker permitted libraries to increase their capacity to up to 50% effective September 29, 2020. Manny said he is not looking to increase Boyden’s capacity by 50% at this time. Manny asked the Board to vote to approve increasing Boyden’s capacity to 20% effective immediately which would translate to 71 people in the building (including staff).

A motion was made by D. Stone to approve increasing the capacity of the library to 20%, second by C. Igo Freeman. The motion was approved 4-0-0.

Committee to hire the new Senior Youth Services Librarian:

Manny updated the Board on the Senior Youth Services Librarian position. Manny said there is a terrific pool of candidates and once there is a finalist, he will reach out to the Board.

A motion was made to adjourn by K. Penders at 8:21 p.m., second by D. Stone. The motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio