

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

Tuesday, November 10, 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, Katherine Udden, Library Director Manny Leite, new Senior Youth Services Librarian Jessica Henderson, and Janice Rosado of FOL. Deb Stone was not present.

Public Input: None

Senior Youth Services Librarian Jessica Henderson:

Manny explained the process used to hire the new senior youth services librarian and gave a special thanks to Kathy Bell Harney and C. Igo Freeman for all their assistance during the process. Manny introduced Jessica to the Trustees and informed them she was formerly employed with the Sharon Public Library. Manny said Jessica comes to Boyden with tremendous experience and that she has new ideas she is looking to implement at Boyden. Jessica said she is looking to increase youth involvement with opportunities to socialize on Zoom which include gaming, crafts, Pictionary, book clubs, etc. and also grab and go craft kits.

Minutes: Approval of October 13, 2020 Meeting Minutes-

A motion to approve the October 13, 2020 meeting minutes was made by K. Penders second by C. Igo Freeman. The motion was approved 4-0-0.

Correspondence: None

Friends' Report:

J. Rosado spoke about the November book sale. She said 100 people signed-up and those who attended were appreciative. The Friends made \$2,000.00 in sales and she said it was a great success. J. Rosado said the Giving Tree is up and gift cards will be collected instead of toys. She also said the Friends will be taking up a collection of new books to be distributed to children in Foxborough.

Professional Staff Reports:

The professional staff reports were distributed, reviewed, and discussed. Manny highlighted again how thankful he was for Kathy Bell Harney's assistance to complete the hiring process of the new senior youth services librarian. K. Bell Harney continues to purchase adult materials, T. Golden is already fielding IRS questions, and S. Roberts continues to purchase AV materials.

Financial Reports:

The October Financial Report was distributed and discussed. Manny reported everything is going well and we are on track. Manny said the sub budget will be tapped into more and more as the weather gets colder. Manny also mentioned that staff have a lot of accrued time because the Town Manager allowed all employees to carry-over their vacation time from FY20 into FY21. Manny is currently working on FY22's budget and said this budget might be more challenging than prior years.

Director's Reports:

Manny said the new security camera software was installed. However, in order for the software to work properly so camera footage can be viewed, the library's server will need to be upgraded. Manny is currently working with Foxborough IT to purchase the appropriate server to work with the security software. He also mentioned there are issues with the phone system. For some unknown reason, the phones go down at approximately 10:30 a.m. every day and then immediately reboot. Manny is hopeful Foxborough IT can diagnose and fix the issue. However, if not, he will place a call to our phone vendor New Era. Manny also reported the pane of glass that spider-webbed on the Baker Street side of the building has been replaced.

There were two Zoom programs in October. Thirty-five people participated in "*The Haunted History of New England*" by Christopher Daley and twenty-six participated in the "*History of Halloween*" by Dustin Pari. There will be a virtual program in December called "*It's a Wonderful Life*" and that program will also be presented by Dustin Pari.

Manny said there should be more information about the budget within the next week. Manny believes the budget will be due before the next trustee meeting and asked to move-up the next Trustee meeting to December 1st instead of December 8th. Manny said this would be a way to go over the budget and make any necessary corrections. After discussion among the Board, it was agreed to hold the next Trustee meeting on December 1, 2020 at 7:00 p.m.

Manny spoke about the library's hours of operation. He said he is not asking to roll back hours. He said he believes we are where we need to be relative to hours. Therefore, Manny asked to hold off on increasing hours of operation for now due to the current pandemic and concerns raised by the staff. C. Earnst said he supports Manny's recommendation as did the rest of the Board.

Liaison Reports:

There is a meeting with the BOS on Tuesday, November 17, 2020 to discuss library operations and forecasted needs for the next fiscal year. C. Earnst asked if it would be possible to appoint the candidate for Library Trustee at the BOS meeting on the 17th. Manny said we can discuss that under old business.

Trustee Sub-Committees: None

Board of Trustees Candidate for Vacant Seat:

C. Earnst said he has a candidate who is interested and he believes she is a strong candidate. C. Earnst will ask her to attend the BOS meeting on November 17th if the BOS can place the appointment on their November 17th agenda.

Department Update Meeting with the BOS on November 17, 2020:

Manny explained it is a 15 minute overview of where the library stands regarding Covid, operations, and services Boyden has to offer. Manny plans to express the need for a YA librarian, trends, and entertain any questions the BOS have relative to the library. Manny is going to ask the newly hired Senior Youth Services Librarian Jessica Henderson to attend this meeting too which will give him an opportunity to introduce her to the BOS.

Update on the Coronavirus and Library Operations:

Manny thanked the Boyden staff, Trustees, and Friends of the Boyden Library for their outstanding support during the Covid pandemic. He mentioned his main concern is safety first for all staff and patrons. Manny also thanked the door monitors for helping to free up staff so they can continue to focus on their main responsibilities.

A motion was made to adjourn by K. Penders 7:46 p.m., second by K. Udden. The motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio