

Boyden Library  
Board of Trustees  
Minutes of Monthly Meeting  
Monday, January 06, 2014

7:00 pm Welcome and call to order Kevin Penders.  
Attendees: Trustees Kevin Penders, Joe Lally, Ellen Pillsbury, Sue Burlone, and Fran Spillane (arrived late); Advisory Committee liaisons Kevin Powers and Sue Dring. Also present Friends' President Diane Monahan and Library Director Jerry Cirillo. Absent: Trustee Tom Magee.

Minutes: The minutes of the December 18, 2013 BLBT/PMSBC joint meeting were reviewed and the following corrections noted: *that Trustee Tom Magee was absent from the meeting; the invoice for "Louison, Costello, Condon & Pfaff, LLC dated 12/4/13, in the amount of \$1935.00 was reviewed. Kevin Penders made a motion to approve, Ellen Pillsbury seconded. Motion approved 4-0"; and "Kevin Penders made a motion to grant the PMSBC authority to negotiate an agreement with respect to the final contract balance settlement on liquidated damages. Ellen Pillsbury seconded; the motion was approved 4-0."* Kevin Penders moved to accept the minutes with the changes; Sue Burlone seconded; all approved 4-0.

The minutes of the BLBT meeting dated December 18, 2013 were reviewed. Sue Burlone made a motion to approve; Joe Lally seconded; all approved 4-0.

Construction Project Closeout – with PMSBC:

Director Jerry Cirillo reported that Bill Yukna (PMSBC) has no news on the project closeout; and that Bill anticipates there will be some difficulty in reaching agreement with TLT re: retainage and liquidated damages;

Director Cirillo would like to work with FTG to establish remote access to the HVAC system; that temperature regulation issues are ongoing; and there continue to be issues with the door hardware.

Friends' Report:

Friends' President Diane Monahan reported the Friends' Meeting is scheduled for Wednesday, January 8 in the Children's Craft Room (due to a scheduling problem with the Community Meeting Room.) She also mentioned the annual membership envelopes which were mailed with the latest Friends' newsletter. Diane also presented the new Friends' flyer which is available for patrons at the Adult and Children's circulation desks. Trustee Ellen Pillsbury will represent the Board at the following scheduled Friends' meetings: 2/5, 3/5, 4/2, 5/7, and 6/4/14. The next Friends' book sale is scheduled for Friday, May 16 and Saturday, May 17.

Professional Staff Report:

The December 2013 staff report was reviewed followed by a brief discussion on the circulation statistics.

Financial Report:

The November 2013 financial report was reviewed with brief discussions on the telephone expenditure and State Aid.

Director's Report:

The Director's Report was reviewed followed by a discussion regarding the town's DPW responsibility for snow removal on the library grounds and Director Cirillo reported that he was working with them to resolve any issues.

FY15 Budget: A meeting with the town's ADCOM is scheduled for Wednesday 1/29 to discuss the proposed FY15 budget. ADCOM liaison Kevin Powers and Sue Dring questioned the increased costs of electricity and heating with regard to the possibility of Sunday hours.

Library Technology Update:

Library Director Jerry Cirillo reported the purchase of new staff computers; that we are working with TS Target Sites on the development of a new webpage; and are also working to track down security gate issues with Bibliotheca. He also reported the wireless is working fine; the new print release system is working fairly well; and we will begin to look at a time management system for the public computers.

Liaison Reports: Selectmen; Advisory Committee:

Fran Spillane reported there were no issues to report from the Selectmen. The Advisory Committee is scheduled to discuss the library's proposed FY15 budget on Wednesday, 1/29 at 7:50 pm.

Trustee Sub-Committee Reports:

No report.

Union Update:

Director Cirillo provided an update on the status of the union negotiations. The next negotiation session is scheduled for January 15.

Other Business:

None

Items for Next Meeting Agenda:

None

The next regular monthly meeting is scheduled for Tuesday, February 4, 2014, at 7 p.m.

7:49 pm Fran Spillane moved to adjourn; Joe Lally seconded; all agree 5-0.

Respectfully submitted,  
Deborah J. Volpini