

Boyden Library  
Board of Trustees  
Minutes of Monthly Meeting      Monday, November 19, 2012

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8:17 pm      Welcome and call to order Jeff Lovely.  
Attendees: Trustees Jeff Lovely, Janet Pineault, Fran Spillane, Tom Magee, and Kevin Penders. Advisory Committee: Kevin Powers. Also present Library Director Jerry Cirillo. Absent: Trustee Ellen Pillsbury.

Minutes:      The minutes of the October 17, 2012 meeting were reviewed. Kevin Penders made a motion to approve; Tom Magee seconded, approved 5-0.  
The minutes of the November 7, 2012 meeting were reviewed. Janet Pineault made a motion to approve; Jeff Lovely seconded, approved 3-0-2.

Friends' Report:  
Friends' President Diane Monahan was unable to attend the meeting. It was noted that the Friends, at their November 7 meeting, voted to make a pledge of \$75,000 to the Beyond Books Capital Campaign. The Friends have expressed an interest in the naming opportunity for the large meeting room.  
Jerry Cirillo advised that the Friends will be hosting a staff appreciation event on December 13.  
The Friends board will not meet in December. Upcoming meetings, and trustee representatives to those meetings are as follows: January 2, 2013 – Jeff Lovely; February 6, 2013 – Janet Pineault; March 6, 2013 – Fran Spillane; April 3, 2013 – Tom Magee; and May 1, 2013 – Kevin Penders.

Professional Staff Reports:  
The professional staff reports for October 2012 were reviewed and accepted.

Financial Reports:  
The September 2012 financial report was reviewed and accepted.

Director's Report:  
The director's report was reviewed. Kevin Penders requested additional information on the Saturday water leakage issue on October 20. Mr. Penders asked if the landlord was taking steps to determine the cause of the water infiltration and resolve the problem. Jerry Cirillo responded that, to his knowledge, no resolution measures had been undertaken by the landlord. Mr. Cirillo noted that the library had experienced no further water issues, and that the affected carpeting had been successfully dried out by the cleaning service.

Liaison Reports: Selectmen; Advisory Committee  
Kevin Powers (ADCOM liaison) was in attendance. Mr. Powers reported that the ADCOM was not expecting to receive FY 14 budget materials for review until late December. The ADCOM is currently preparing for the Dec. 11 Special Town Meeting. The library has no warrant articles for the Special Town Meeting. Mr. Powers also updated the Trustees on several issues being considered by the ADCOM, including the turf field, Town Hall building/renovation project, and sewer expansion.

Building Addition/Renovation Project Issues and Committee Reports:  
Construction Progress Report/Updates from Weekly Construction Meetings – Janet Pineault noted that the window demolition costs approved earlier at the Joint Meeting are for just the first phase of a larger project to remove existing window trim, remove the windows themselves, and then create and install new millwork trim to match the original trim. In the process of window removal it was discovered that metal window flanges extend behind the sub-blocking of the window trim and will require additional work for removal. Ms. Pineault reported estimated costs of \$20,000 for this work. The windows in question are the long, rectangular windows on the Main Floor of the original building.  
  
Capital Campaign Committee Report – Jeff Lovely made a motion to accept \$40,750 in gifts to the Beyond Books Capital Campaign, Janet Pineault seconded, approved 5-0. The motion language and list of gifts is attached to these minutes.

Other Business:  
No other business was discussed.

8:45 pm Kevin Penders made a motion to adjourn; Tom Magee seconded; approved 5-0.

Respectfully submitted,  
Jerry M. Cirillo, Library Director