

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Wednesday, May 16, 2012

8:10 pm Welcome and call to order Jeff Lovely.
Attendees: Trustees Jeff Lovely, Janet Pineault, Thomas Magee, Fran Spillane, Kevin Penders and Ellen Pillsbury. Also present Library Director Jerry Cirillo.

Officers of Trustees – Election:

Jeff Lovely made a motion that all seats remain the same as last year; Jeff Lovely – Chairman, Janet Pineault – Vice-Chairman, and Thomas Magee – Secretary; Fran Spillane seconded; all in favor 6-0-0.

Minutes: The minutes of the April 18, 2012 Trustees Meeting were reviewed. Janet Pineault made a motion to approve; Jeff Lovely seconded; approved 5-0-1.

Friends' Report:

Kevin Penders attended the Friends May meeting and reported the Friends' felt the fund-raising/information table they staffed at the May Town Election was a huge success. The Friends also have reserved space for a table at the Booth Playground for Founder's Day on June 9, 2012. Fran Spillane is scheduled to attend the June 2012 meeting.

Professional Staff Reports:

The professional staff reports for April 2012 were reviewed. Kevin Penders requested a monthly statistical report which would include statistics for items circulated, patron visits, museum pass usage, public computer use, etc. Kevin would also like to see a report comparing the Boyden Library statistics to comparable area libraries.

Financial Reports:

The April 2012 financial report was reviewed and included a discussion on the materials expenditures and the unused funds which will be returned to the Town at the end of the fiscal year. Jerry Cirillo reported the purchase of additional databases and digital materials which includes the purchase of OverDrive Advantage, a supplement to OverDrive, which has downloadable titles for the use of Foxborough patrons only.

Director's Report:

The director's report was reviewed with a brief discussion on the addition of the Magazine Exchange at the temporary space brought back by popular demand for our patrons.

Liaison Reports: Selectmen; Advisory Committee:

Kevin Penders reported the proposed FY13 library budget was approved at Town Meeting. Also reported was the attendance of Jerry Cirillo and Kevin Penders at the April ADCOM meeting.

Meeting Dates for FY13:

It has been proposed that the Trustees Meetings for FY13 continue to follow the joint meetings of PMSBC/Trustees on Wednesday evenings. Discussed was the possibility of changing to the fourth Wednesday of each month rather than the third Wednesday. Kevin Penders will follow

up on this proposal by sending an email suggesting this change to the PMSBC, Trustees, LLB and STV.

Library Director's Performance Review:

Jeff Lovely has emailed the review sheets to each of the Trustees.

Building Addition/Renovation Project Issues and Committee Reports:

- Construction Progress Report/Updates from Weekly Construction Meetings – Janet Pineault discussed the “beam signing” date which she reported will be set at the Weekly Construction Meeting scheduled for May 23. Janet also reported the Stewartia tree has been donated to a member of the Garden Club who has removed the tree from the building site. The library building committee has also been meeting with the architect to choose flooring, door/window trim, countertops, and baseboard and wall colors.
- Construction Updates: Facebook, Blogspot, etc. – Fran Spillane will post the “beam signing” date on the library blog and also update the photos.
- Other project issues – Jeff Lovely has drafted an easement document and obtained a signature from the Foxborough Universalist Church which allows the contractor to cross the corner of the church property for the installation of utilities.

Other Business:

Jeff Lovely has begun to contact people in order to move forward with the Capital Campaign. He plans to work closely with the Boyden Library staff and Friends of Boyden Library and asked that any ideas/suggestions be emailed to him as the campaign gets underway.

Kevin Penders has been approached by members of the Friends regarding the creation of a library logo. After a brief discussion, Kevin offered to work with the Friends and report back to the Trustees.

8:57 pm Tom Magee made a motion to adjourn; Kevin Penders seconded; all agreed.

Respectfully submitted,
Deborah J. Volpini