



**BOARD OF LIBRARY TRUSTEES**

**MEETING MINUTES**

**10 Bird Street, Foxborough, MA 02035**

**Meeting Conducted Remotely and Recorded live via FCATV.org and YouTube**

Tuesday, January 11, 2022

7:00 P.M.

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**Members Present:** Chairman Collin Earnst, Vice Chairman Kevin Penders, Clerk Christine Igo Freeman, Joyce Parlapiano, Anisul Chowdhury, and Katherine Udden.

**Also Present:** Library Director Manny Leite, Assistant Town Manager/HR Director Michael Johns, Adult Librarian Kathy Bell Harney, and Sue Collins of the Friends of the Boyden Library.

**Called to Order:** The meeting was called to order at 7:02 p.m. by C. Earnst, followed by a roll call for attendance. All members were present at that time except J. Parlapiano who joined at 7:06 p.m. and K. Penders who joined the meeting at 8:25 p.m.

**Documentation:**

December 14, 2021 Draft Meeting Minutes for Approval

Reports- Professional Librarian Reports, Director's Report, and December 2021 Financial Reports.

FY22 Y-T-D Book and AV Breakdown

FY23 Proposed Budget Worksheet (Discussed at the Trustee Special Meeting on January 6, 2022 Meeting)

**Public Input:**

C. Earnst shared a picture of Manny when he was first hired as Boyden's Director. He commended the remarkable work he has done for the library for the past six years. He mentioned Manny has worked tirelessly to engage the community and the staff. He has brought great leadership and has always made the patrons feel welcome at Boyden. He did a great job during the Covid pandemic when the community and staff needed guidance. On behalf of the whole Board, C. Earnst wished Manny great success and happiness in his new position.

C. Earnst welcomed Mr. Chowdhury to the Board and said the Board is looking forward to working with him.

**Approval of Meeting Minutes:**

Upon a motion made by J. Parlapiano and second by K. Udden, the Board voted to approve the December 14, 2021 meeting minutes with two edits as follows: replace the word manipulate with "input" on page 3 in paragraph 5 and also replace the word "image" on page 4 paragraph 1 with "imagine". A roll call vote was taken. All were in favor and the motion was approved 5-0-0.

**Correspondence:**

None

**Friends' Report:**

Per S. Collins, the membership drive starts in January and it includes a newsletter with an envelope to renew your membership. The Annual Meeting and Elections of the Friends will be held on February 2, 2022. S. Collins mentioned the executive board will be the same. There will be a few changes as follows: Jen Oii will take over the newsletter for Dave Crimmins, Margi Rossetti will take over bookshop, and the Friends are adding a new member Don Jenkins (who is a retired principal and also feels the addition of the YA position is important). The semi-annual book sale continues to do well. There is a YA book shelf in the YA room. Jack Authelet spoke about the history of the library and the Friends back in November 2021. Sue welcomed A. Chowdhury and invited him to attend a Friends meeting. She informed him the Friends meet the first Wednesday of each month at 7:00 p.m.

**Professional Staff Reports:**

Manny acknowledged the librarians at Boyden. Suzanne purchases the CD's and adult video for the library. She buys popular music (i.e. Todd the Wet Sprocket), movies, and some YA books. He acknowledged KBH for her library displays, the column in the Foxboro Report, newsletter in LibraryAware, and handles the concert series events. Manny mentioned Katelyn Raposo who is the new library assistant. J. Henderson continues to do a remarkable job in bringing in new and exciting programming and crafts. Jessica continues to improve every day. Tim continues to handle reference questions and will be in charge of the tax forms that will be coming out at the end of January.

**Financial Reports:**

The budget is on track and steady. Boyden received their first payment of state aid funds in December.

**Director's Reports:**

Manny thanked K. Penders for giving him the opportunity to be Boyden's Library Director. He also extended that sentiment to the others who were on the search committee. He collectively thanked the Board of Trustees for all their support the past six years. Boyden's success is due to all staff working as a team for the best interest of the library. Manny said it was an absolute pleasure working with the whole Board and thanked the Friends for their support as well.

**Liaison Reports/Trustee Sub-Committees:**

None

**Old Business:**

**FY23 Budget-** C. Earnst asked Manny to walk everyone through the budget. Manny said the biggest priority is the part-time YA Librarian position. Manny has wanted this position added since he became library director six years ago. Manny feels we need this position in order for our library to be complete. Manny, C. Earnst, and K. Penders discussed this position and the budget with the Town Manager. Initially a full-time position was sought but B. Keegan said he could only support a 19 hour per week YA position. Therefore, you will see a big increase to the salary line item because the part-time YA position is factored into it.

With that addition, there were other expenditure line items that were reduced in areas of office supplies, books and subscriptions, audio/visual, meetings and conferences line items to bring the overall budget to a 2.39% increase from FY22. He added B. Keegan mandated departmental budgets are not to exceed 2.5% over last year and Boyden's came in just below the 2.5% cap.



Upon a motion made by J. Parlapiano and second by K. Udden, the Board voted to approve the FY23 budget as submitted on the proposed FY23 Budget Worksheet. A roll call vote was taken and all were in favor. The motion was approved 5-0-0.

**Library Director Search Update-**

C. Earnst had M. Johns lead the discussion. There are 11 highly qualified applicants. M. Johns said the next step will be the interview phase which is one of a 4 phase process involving the three trustees, the representative from the Friends, administration, and one other department head. C. Earnst said this will involve looking at 6-8 resumes, next there will be some screening calls via Zoom to narrow it down to probably three candidates (this phase would include the broader committee attend), and lastly narrow down the candidates to 1-2 finalists. K. Udden asked what the time-line would be with scheduling the screenings. M. Johns suggested to start the process this week which would involve looking at the resumes and doing Zoom screenings next week. C. Earnst asked if the resumes could be done in rank order. He asked M. Johns to reach out to those who have access to the resumes so that could be done. M. Johns said he would do that. Manny asked who would have the final vote when hiring the next library director. C. Earnst said the search committee will make their recommendations but the Trustees will take the vote. Manny addressed C. Earnst and stressed the staff members on the search committee need to be included in the process and be active participants. Manny said it is important to involve the staff because they are the ones who will be working directly with the new library director each day.

At 7:50 p.m. there was a motion to adjourn open session and move into executive session. The reason for executive session was to discuss and consider the appointment of an interim library director and to discuss contract negotiations with Boyden Library Employees Association. The Board stated they would reconvene in open session to take a possible vote on the appointment of the interim library director and adjourn. The motion was made by C. Igo Freeman and second by J. Parlapiano. A roll call vote was taken and the motion was approved 5-0-0.

K. Penders joined the meeting at 8:25 p.m.

K. Penders, made a motion that the Library Board of Trustees vote to authorize Kathy Bell Harney to serve as the interim director until such time that a permanent director is selected through the search process and secured through Town Hall. Salary and negotiations associated with that interim position to be negotiated by Town Hall in accordance with the recommendations provided by Manny Leite. The motion was second by C. Igo Freeman. A roll call vote was taken and all were in favor. The motion was approved 6-0-0.

A motion to adjourn was made at 8:36 p.m. by K. Penders and second by K. Udden. A roll call vote was taken and all were in favor. The motion was approved 6-0-0.

Respectfully submitted,

Pamela Riccio