



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

10 Bird Street, Foxborough, MA 02035

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

Tuesday, February 8, 2022

7:00 P.M.

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

Also Present: Interim Library Director Kathy Bell Harney, Assistant Town Manager/HR Director Michael Johns, and David Crimmins of the Friends of the Boyden Library.

Called to Order: The meeting was called to order at 7:04 p.m. by C. Earnst, followed by a roll call for attendance. All members were present at that time except Christine Igo Freeman who joined at 7:07 p.m. and Katherine Udden who joined the meeting at 7:15 p.m.

Documentation:

January 6, 2022 and January 11, 2022 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and January 2022 Financial Reports.
FY22 Y-T-D Book and AV Breakdown

Public Input:

None

Approval of Meeting Minutes:

January 6, 2022: K. Penders noted there wasn't a quorum at the January 6th meeting. Therefore, the Board can't approve the minutes. C. Earnst, K. Penders, and C. Igo Freeman, who were in attendance that night, need to take administrative note of the minutes. Administrative note of the minutes was not taken due to C. Igo Freeman's technical difficulties. C. Earnst asked that the meeting move forward and the Board would circle back to this.

January 11, 2022: Upon a motion made by K. Penders and second J. Parlapiano, the Board voted to approve the January 11, 2022 meeting minutes with no changes being needed. A roll call vote was taken. All were in favor and the motion was approved 4-0-1. C. Igo Freeman abstained due to technical difficulties.

Correspondence:

None

Friends' Report:

Per D. Crimmins the annual meeting was last week and included the election of board members. Re-elected were Charles DiPompo and Colleen McManis. Betsy Buckland and Don Jenkins also joined as at large members. Jen Ooi will be the newsletter chair and Margi Rossetti will be the book shop chair. There were some cosmetic changes to the by-laws and those were approved and accepted. The Friends



also approved the 2022 budget. This included \$8,192.00 for adult services and \$9,150.00 for Youth Services for a total of \$17,342.00. D. Crimmins noted that is a net increase of almost \$3K from last year's budget. The January newsletter went out and it includes the membership drive. D. Crimmins asked all to renew their membership.

Professional Staff Reports:

The professional staff reports were reviewed. K. Penders asked if the Board had any questions about these. At that time, there were no questions by the Board.

Financial Reports:

The budget is on track and steady.

Director's Reports:

The Sunday concerts had to be canceled and rescheduled for March and April at the performer's request. Stephen Louis has requested to exhibit peace posters in September. K. Harney said she believes the exhibition is not controversial and asked the Board's opinion. C. Earnst asked to review the exhibit form before he could make an informed decision. Going forward, C. Earnst also asked to review any other exhibit forms that may be submitted.

K. Harney also mentioned a request put forward by Maureen Ryan for Women's History Month. The collection would be exhibited in March and features local artists. The collection consists of wall hangings and sculpture pieces. There will be photos of the work forwarded to K. Harney and she will share those with C. Earnst upon her receipt.

Liaison Reports/Trustee Sub-Committees:

The FY23 Budget and Library Director Search Update were mentioned and details are recorded below under the respective caption.

Old Business:

FY23 Budget-

K. Penders and C. Earnst met with AdCom members Dennis Keefe and Mike Brown who are the library's budget liaisons. The budget was reviewed and the rationale behind the changes were discussed. The TM moved forward to recommend the part-time YA position with no further questions or dispute. The budget "as voted" is the one in front of ADCom. The AdCom meeting before the full board will be Wednesday, February 9, 2022 at 8:15 p.m.

Library Director Search Update-

C. Earnst, K. Penders, C. Igo Freeman, and M. Johns did screening interviews with 6 candidates. Two finalists will be brought in on Thursday, February 10, 2022 for in-person interviews. If one is to move to the next level that candidate will meet the staff and other Trustees. The Trustees will then bring the candidate forward before the BOS for their approval. C. Earnst will have more to share after the interviews.

New Business:

Strategic Communications Plan for Internal/External Communications-

Initially B. Keegan sent the communication via email on Tuesday, February 1, 2022. B. Keegan informed the departments there would be a follow-up meeting on February 3, 2022. K. Harney's concern with this



was TH over-reaching relative to the library's communications and social media platforms. K. Harney had a conversation with C. Metcalf on February 8th and K. Harney was assured that would not happen. K. Penders asked how the communication came through and asked if it was mentioned at a department head meeting. K. Harney said it was via email and she felt it was developed and geared for departments within Town Hall. Regardless, though, she received the communication. K. Penders read the attachment and reiterated Boyden has their own logo, brand guidelines, and its own messaging relative to programs, events, and external/internal communications. K. Penders said he is unsure how Town Hall expects Boyden to be a participant in this initiative. K. Penders felt there is no harm in harmonizing messaging but he didn't feel it was necessary to seek clarification from Town Hall before sending out messaging. Further, K. Penders stated that without further clarity from Town Hall as to what they expect Boyden to abide by or not abide by, or make use of, Boyden should continue on our current course with communications. K. Penders instructed K. Harney to feel free to invite Town Hall to a Trustee meeting to explain the roles and responsibilities relative to this plan should she receive any other request regarding this plan.

K. Penders circled back to the January 6, 2022 meeting minutes for administrative approval. Since C. Earnst left the meeting early, K. Penders asked that this item be put on the March Trustee agenda for approval.

Upon a motion made by J. Parlapiano and second A. Chowdhury, the Board voted to adjourn at 7:43 p.m. A roll call vote was taken. All were in favor and the motion was approved 5-0-0. (C. Earnst was not present).

Respectfully submitted,

Pamela Riccio