

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, March 14, 2023
7:00 P.M.**

Members Present: Chairman Collin Earnst, Vice Chairman Kevin Penders, Clerk Christine Igo Freeman, Jennifer Ooi, and Joyce Parlapiano.

Not Present: Anisul Chowdhury

Also Present: Library Director Libby O'Neill, and Friend member Margi Rossetti.

Documentation:

Meeting Minutes for Approval- February 15, 2023

Reports- Professional Librarian Reports, Director's Report, Financial Reports February 2023

FY23 Y-T-D Book and AV Breakdown

3-D Printing Policy

Called to Order: The meeting was called to order at 7:05 p.m. by C. Earnst.

Public Input: None

Approval of Meeting Minutes from February 15, 2023:

There was a motion by K. Penders and seconded by J. Ooi to approve the February 15, 2023 meeting minutes without changes. All were in favor and the motion was approved 4-0-1. C. Igo Freeman abstained as she was not present for this meeting.

Correspondence: None

Friends' Report:

Margi Rossetti reported the Friends met on March 1, 2023. There are currently 137 paid memberships to date. The winner of the membership raffle was John Mahoney who received a Friends tote bag filled with swag. The Friends newsletter went out and the next one is scheduled to go out on April 24, 2023. The book sale will be May 11th through May 13th. The Friends will be selling books, audio, and DVD's as well as memberships and gift cards. The Friends Social is being organized now and their intent is to expand membership through this event. The social will be at the library and will most likely be scheduled for May 2023 and possibly a second date in the fall. The Friends will work with the BOH to have food at their event(s). The strategic plan was discussed and Margi announced she will be the Friends rep. for this committee with Betsy Buckland being her backup.

Professional Staff Reports:

Libby reported the Teen room is coming together and there will be a ribbon cutting once it is complete. The Xbox arrived and Jennifer will be purchasing games this month. Emma Brelsford has started as our Youth Services Librarian and she has hit the ground running with new children's programs. There is a



new story time for ages 3-5 on Mondays, a science program for pre-schoolers, Ed the Wizard will be performing in April, a walk in the bogs at Patriot Place, SAILS open road trip, and a ready for summer reading program. It was announced that Emma will be at the April Trustee meeting.

Financial Reports:

Libby stated budget expenditures are on track. She mentioned we will have some book binding done in April but each year we spend less for this. The budget for children's books will need to be spent down since we have not done much ordering since Jessica left. The non-fiction budget will need to be spent down as well. As it gets closer to the end of the fiscal year, money not yet expended for materials will be diverted to Overdrive because Overdrive materials are received and invoiced instantly.

Director's Report:

Our landscaping volunteer, Mr. Finn, is setting-up the sprinkler system. The spice club will continue through June because of its popularity. Libby is looking into a virtual brew night for May with Jack's Abbey. Libby will be partnering with area liquor stores to coordinate a brew kit. A rep. from Jack's Abbey will talk about beer while participants sample from the kit. The Trustees supported the Jack's Abbey night scheduled for May 11, 2023. The Human Library Organization will be implemented in June. Libby explained that it is a way to "check-out a person". The concept is to check-out a person to learn about their life experiences from their perspective. The Trustees liked the idea but commented that the term "check-out a person" should be renamed.

Liaison Reports/Trustee Sub-Committees:

Library Director Evaluation- C. Igo Freeman researched various forms on the internet. There were two forms that were noteworthy. Hatfield, MA has a form which is divided into 15 categories, and Rochester Hills, MI has a briefer form with only 6 categories. After discussion among the Trustees, it was agreed that the Rochester Hills form seemed more efficient and that would be the form used for the library director's evaluation.

It was discussed to modify the form slightly so that a section could be used for the Town Manager to give his input. C. Earnst suggested over the next couple of weeks to finalize the form. The Trustees would then submit their input to be incorporated into the form. The question was asked if the completed evaluation should be submitted to the new Town Manager or Bill Keegan. K. Penders said it would make sense to submit it to Bill K. since he will still be our Town Manager until April 12, 2023. If Bill K. has time to fill out the evaluation then then Trustees will take his comments under advisement.

Speaker Series-

Joyce said the menu has been finalized. The food will be individualized, portable, and small plates. There will be bottled water, tea, and lemonade. Currently there are 40 signed up for the meet and greet and 48 for the talk. There will be a blast sent via email and hopefully we will get more to attend. The event will also be heavily promoted this upcoming week through social media. The library will be closed at 4:00 p.m. and set-up will be from 4:00-6:00 p.m.

AdCom-

Libby had a meeting with Raffaella and Dan Peterson who are the AdCom's library liaisons. There were questions about book binding, discrepancies with the library's version vs. Town Hall's version of replacement of staff, discussion about MAR, and meeting Boyden's budget numbers. There were no issues or follow-up needed. Libby attended the subsequent AdCom meeting on March 8, 2023 and there were only general questions raised by AdCom such as circulation numbers, usership, Sunday hours, copier line

item, and questions about how we promote our programming. C. Earnst suggested that next year Libby do a one-page Canva slide as a summary/sort of year-in-review to use at next year's AdCom meeting.

New Business:

Vote to Accept the Donation from Lakeview Pavillion in the amount of \$3,549.00-

Libby explained that Lakeview Pavillion presented a generous check to Boyden to sponsor 8 museum passes.

There was a motion by C. Igo Freeman to accept the donation from Lakeview Pavillion in the amount of \$3,549.00 for museum passes, and seconded by J. Parlapiano. All were in favor and the motion was approved 5-0-0.

Fox-in-the-Boro:

The Fox-in-the-Boro is being organized by the Cultural Council where colorful foxes will be displayed around the uptown area of Foxborough. The Cultural Council approached the library and wanted to display one on premise at the Library. Libby explained it will be displayed for two years. There are 5 different fox designs and Boyden would prefer any design other than the sports tailored one. The fox would be installed on or before Founders Day and located in a high traffic area where it would be visible.

Library Page Rate of Pay:

Libby informed the Trustees minimum wage went up effective January 1, 2023 from \$14.25 to \$15.00/hour. Libby approached HR to have the rate of pay increased to \$15.00 for the pages. There was a vote of the Personnel Wage Board and the BOS and both were in favor of raising the rate to \$15.00. However, when the vote was taken, the effective date was not indicated in the motion. There was some confusion as the library felt the increase would take effect the night of the vote but Town Hall is saying it would not be effective until June 1, 2023. This raised another question as to how our page positions should be categorized. Currently pages are lumped into the seasonal pay plan although pages are not seasonal they are "year-round" positions. It was felt that the pages increase should take effect immediately and not on June 1, 2023. C. Earnst will reach out to the Town Manager. Also, it was agreed there should be a policy to accompany the pay plan which currently there is not.

Library Director Annual Review-

See Trustee Subcommittees above.

Old Business:

Library Strategic Plan- Discussion and Formation of Committee-

Libby suggested to have a series of three meetings on April 12th, May 17th, and June 14th and will email the details of what she expects to accomplish at each. All meetings will be scheduled for 7:00 p.m. Libby will be the facilitator for the first meeting. The second meeting will be facilitated by a person from the MBLC and goals/our vision will be discussed. The third meeting will be a wrap-up of what was discussed in the first two meetings.

FY24 Budget- Update-

See Trustee Subcommittees above.



Boyden Library Phone System-

We are still awaiting a quote. It's not our IT Department but rather the vendor who is slow to give the quote. IT will advise the cost once they hear from the vendor. Libby will continue to follow-up with Aaron Hyre.

Speaker Series Update and Vote on Funding for Food and Beverages-

See Trustee Subcommittees above.

3D Printing Policy-

Libby changed some wording relative to the number of hours for print jobs. It was suggested to change it to 5 hours or at the discretion of the library director. After discussion, it was agreed the duration of print jobs should be completed during the library's normal hours of operations.

There was a motion by K. Penders and seconded by C. Igo Freeman to approve the 3D Printing Policy as amended. All were in favor and the motion was approved 5-0-0.

A motion was made by K. Penders and seconded by C. Igo Freeman to adjourn at 8:37 p.m. All were in favor and the motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio