



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
10 Bird Street, Foxborough, MA 02035
Tuesday, May 14, 2024
5:00 P.M.**

Members Present: Chair Kevin Penders, Vice Chair Christine Igo Freeman, Clerk Jennifer Ooi, Joyce Parlapiano, & Sara Halton

Not Present: Paul Ivanovskis

Also Present: Library Director Libby O'Neill & Friends Member Sue Collins

Documentation:

Meeting Minutes for Approval- April 9, 2024

Reports- Professional Staff Reports, Director's Report, Financial Reports April 2024, FY24 YTD Book & AV Breakdowns

Called to Order: The meeting was called to order at 5:08p.m. by K. Penders.

Public Input: None

Approval of Meeting Minutes:

J. Parlapiano made a motion to approve the April 9, 2024 meeting minutes without changes. J. Ooi seconded and the motion passed 4-0-1 with S. Halton abstaining given she hadn't yet joined the Board and wasn't present at the April 9th meeting.

Correspondence:

L. O'Neill informed the Board that the Library had received a donation from the Lakeview Pavilion Charitable Foundation for \$3,274 to purchase museum passes. This donation will be on the agenda for approval at the June Board meeting.

Friends' Report:

S. Collins gave an update from the Friends. The spring book sale was successful with \$4,756.31 raised and twenty-four new members signing up. The Friends have also received a donation of \$1,250 from Nilo Rodrigues who was a top performer at Citizens Bank and was given the opportunity to donate to a non-profit organization of her choice. S. Halton will be stepping down as treasurer as she joins the Library Board of Trustees; Katherine Howard has agreed to fill the role. The Friends will be hosting a booth at Founders Day again this year, selling children's books and raffle tickets for a basket as well as giving away temporary tattoos and lollipops. They

will also have books, temporary tattoos, and lollipops at the Teddy Bear Picnic on July 10th. S. Collins asked which Trustees would be able to attend the Friends meetings in June and September. S. Halton volunteered for the June 5th meeting and K. Penders volunteered for the September 4th meeting.

Professional Staff Reports:

L. O'Neill provided an update on professional staff reports. WBZ NewsRadio contacted T. Golden regarding the spelling of the Town's name. K. Bell-Harney is working with SAILS to get a quote to replace the public computers in FY25, which are running on Windows 7. E. Brelsford is hosting a Haitian storyteller later this month to celebrate Haitian Heritage Month, with transportation provided to/from the hotel where many Haitian families are residing. Additionally, E. Brelsford will be working with TB12 to host a kid's workout program as well as a Tom Brady party. A mural artist will be doing a number 12 temporary mural in celebration of Tom Brady on the Library's sidewalk. L. O'Neill will invite E. Brelsford and J. Huston to the June Board meeting to talk about their summer reading programs.

Financial Reports:

K. Penders informed the group that the Library has spent 83% of its overall budget and 72% of its salary budget with just two months left in the fiscal year. L. O'Neill advised that the salary shortfall is likely due to the turnover we've had this year, with the department administrator, full-time children's library assistant, and part-time children's library assistant positions having had vacancies. Custodial supplies will easily be spent down before the year end. IT supplies will be spent down with the annual Bibliotheca contract as well as the invoice for the phone system upgrade. The Library is a little behind on 15% spending to meet the MBLC's requirements, but a new database, Ompractice, will help and staff have been encouraged to find additional databases patrons would benefit from.

Director's Report:

L. O'Neill provided a Director's report.

Library Operations: Staff have completed AED training and there is a ticket in to Facilities to install the AEDs. Next, staff will be completing CPR training. The first half is online and staff have been registered, the second half will be hands-on on June 13th with the Fire Department.

Programs & Services: There are sixteen people registered for a friends speed matching program this Saturday. Participants will be provided with questions to ask each other and light refreshments will be provided.

Boyden Library will be promoting the Morrill Memorial Library's (Norwood) virtual program on June 18th entitled Magical Girls & Fighting Dreamers: An Exploration of Queer Representation in Manga & Anime, which will be presented by Norwood's youth services librarian.

Personnel Updates: There have been several great candidates who've interviewed for the vacant, part-time library assistant in the Children's Room. Scheduling has been the biggest obstacle in finding the right candidate, but L. O'Neill is checking references on a candidate now.

The Library will have Bluey from 9 to 10am on Founders Day at the old entrance. J. Huston and E. Brelsford will be walking in the parade with the banner and wagons decorated with a garden motif, and volunteers will give out candy.

L. O'Neill will be going before the Select Board on 5/21/24 at 7pm to provide an annual department update. All are welcome to attend.

New Business, Election of Officers/Board Reorganization:

The Board has three executive officers: chair, vice chair, and clerk. All three seats are up for election, to be decided at this meeting. C. Igo-Freeman, the current vice chair, does not feel that she can serve in the capacity required for chair and recommended K. Penders serve again if no other members are interested. K. Penders agreed with the intent of only holding the position for one additional year to allow someone else the opportunity. C. Igo-Freeman made a motion to accept K. Penders as the chair for the next year and was seconded by J. Ooi. The motion passed 4-0-1, with K. Penders abstaining.

After discussion, K. Penders made a motion to accept J. Ooi as the new vice chair and J. Parlapiano seconded. J. Ooi accepted the nomination and the motion passed 5-0-0.

K. Penders then motioned to accept S. Halton as clerk with C. Igo-Freeman seconding. S. Halton accepted the nomination and the motion passed 4-0-1, with S. Halton abstaining.

Old Business, Director's Review Recap:

K. Penders thanked the Board for working on the Director's review. J. Ooi compiled all the responses and K. Penders met with L. O'Neill to go over the review. The evaluations show a robust appreciation for the work L. O'Neill has been doing on behalf of the Library, including empowering and building up staff – keep up the good work! J. Ooi will email a copy to Town Hall for record keeping purposes. L. O'Neill will email a copy of her FY25 goals that she discussed with K. Penders to the full Board for reference.

Adjournment: A motion was made by S. Halton and seconded by C. Igo Freeman to adjourn at 6:40p.m. All were in favor and the motion was approved 5-0-0.

Respectfully submitted,

Renee Spinner