

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Room
10 Bird Street, Foxborough, MA 02035
Tuesday, June 8, 2021
7:00 P.M.**

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

Members Not Present: Anisul Chowdhury was not present.

Also Present: Library Director Manny Leite, and FOL President Janice Rosado.

Called to Order: The meeting was called to order at 7:05 p.m. by C. Earnst, followed by a roll call for attendance. All members were present at that time except A. Chowdhury.

Documentation:

May 18, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and May 2021 Financial Report
FY21 Y-T-D Book and AV Breakdown
Proposed Holiday/Staffing Schedule
Authors for Spinney Series Email

Public Input:

None

Introduction of Anisul Chowdhury: Table for now per C. Earnst. It was noted before adjournment that A. Chowdhury did not attend the meeting.

Approval of Meeting Minutes:

Upon a motion made by K. Penders second by J. Parlapiano, the Board voted to approve the May 18, 2021 meeting minutes with the following corrections:

1. Under Members Present, correct the spelling of C. Earnst's name.
2. Under "Election of Officers and Board Reorganization"
 - a. Correct vote to include names of those who abstained.
 - b. Correct the last sentence under Personnel to reflect personnel issues could be brought to the Chairman or Vice Chairman. Also indicate that the Clerk will coordinate the director's evaluation.
 - c. Personnel and Gifts/Trust (Funds) will not be a subcommittee. Correct the sentence which indicates C. Igo Freeman will serve in this role. The sentence should read the Clerk will coordinate in this role going forward.

The motion was approved 5-0-0.

Correspondence: None

Friends' Report:

J. Rosado recapped the May book sale and mentioned the Friends grossed \$3,000.00 in sales. She said there were a number of families who attended. The collection bins are back. J. Rosado emphasized any large donations should be coordinated by contacting the Friends instead of just dropping off materials at the library. She said this message will also be posted on social media. The Friends are off for the summer but they will be helping out with the Teddy Bear Picnic. K. Penders said the book sale was great and the selection was too. J. Rosado said the Friends are back on track with books that are sent to More than Words and said there were 60 boxes of books that were donated.

Professional Staff Reports:

Manny said Suzanne is continuing to purchase YA books, CD's and DVD's. He said the Clown in the Cornfield is one of the latest releases and Boyden is one of a few libraries who have it. Tim has removed the tax forms and continues to answer reference questions for patrons. KBH did a Father's Day book display and created the June newsletter in LibraryAware. Jessica attended the MLA program virtually. The Foxborough Police Department will be doing a story time this month at the Payson Playground and Jessica will be doing a monthly story time at Patriot's Place. The majority of the programs will be held outside and there will be an ice cream truck after each program.

Financial Reports:

Manny said we are on track with the budget. There will be more money put into streaming and any other line items where we have expended over 100% for FY21. J. Rosado asked if we would be keeping all the streaming services. Manny confirmed Boyden would and said he would like to add more streaming services.

Director's Reports:

The MLA conference was done virtually. Manny attended several programs and was the moderator for two of them. Manny reported there was a pest control company who came to the library to exterminate for ants and another pane of glass has shattered in the Children's area. Our Facilities Department taped the pane and shards had to be cleaned up. Manny is waiting to hear how much it will cost to replace the pane. Meantime, Manny is working with facilities to determine the cause which is likely to be the settling of the building. Manny will keep K. Udden up to date on the window situation.

Liaison Reports/Trustee Sub-Committees: There is nothing to report.

Holiday Schedule through December 2021:

Manny mentioned the memo from Bill Keegan regarding Juneteenth. According to the memo, the day it will be observed differs building by building. Manny said the Trustees still need to vote on Juneteenth. Per K. Penders, if there is reference to buildings why are the schools not mentioned? K. Penders indicated it should be clear to Town Hall and the Town Manager what the Trustees' obligations and authority is regarding the library building. The Board asked Manny for his input regarding Juneteenth. He said if the library was closed on Friday, June 18th and Saturday, June 19th, then all staff will get the day off and it would eliminate the need to give half the staff a comp day. C. Earnst asked K. Udden if she agrees with closing on Friday or a giving a floating holiday. K. Udden and C. Igo Freeman agreed the library should be closed on Friday. K. Penders said this discussion is the Board's responsibility and he reiterated that was his former point. K. Penders asked Manny's opinion on flipping this.

J. Parlapiano's concern is the closure (for two days) could cause an impact to patrons. The Board also discussed Manny's memo to the Trustees dated June 4, 2021 detailing the Proposed Holiday/Staffing Schedule (June 2021 through December 2021).

C. Earnst asked for input from the Board regarding changing the name of Columbus Day. C. Earnst suggested calling it October holiday. C. Igo Freeman said she would be open to changing the name as did K. Udden. K. Udden said her company calls it Indigenous Peoples Day. J. Parlapiano said it would be best to make it more generic. K. Penders said we could simply call it holiday and expanded to say winter break could be too general (i.e. is winter break Christmas or New Years?) K. Penders said it could confuse patrons. C. Earnst said we could be progressive or a bit more generic but he believes we should be more generic. Manny suggested said we should just call it holiday.

Upon a motion made by K. Penders second by C. Igo Freeman, the Board voted to amend the holiday schedule dated June 4, 2021 to read Friday, December 31st not Tuesday December 31st, closed on Saturday January 1, 2022 and Sunday, January 2, 2022.

K. Penders said he was glad B. Keegan expressed to the director the Trustees control the hours of operation of the library but this is not in his memo regarding Juneteenth. K. Penders reiterated the Trustees control if the library is closed Friday, June 18th and Saturday, June 19, 2021.

There was a motion on the table by K. Penders to amend the prior motion as follows: the library will be closed per the library director's memo dated June 4, 2021 with the correction to Tuesday, December 31st to Friday, December 31st, and include Saturday, January 1, 2022, Sunday, January 2, 2022 and to close on Friday, June 18th and Saturday, June 19th 2021. The motion seconded by C. Igo Freeman. The motion was approved 5-0-0.

Spinney Speaker Series Update:

Manny emailed the Board an update prior to the Trustee meeting. He said he reached out to Mitch Zuckoff's agency. We could book Mr. Zuckoff in late August for a 911 speaking engagement at a cost of \$3,000.00 and have the Spinney Series after. Mitch lives locally so there would not be any travel expenses. Manny said it's the 20th anniversary so it is important we recognize it. Manny said it is the pleasure of the Board if they would like to vote on Mitch Zuckoff and we could do that event at Boyden (not the Orpheum). Manny suggested the Bollywood event with Nandini Bajpai be separate and not co-mingle with the 911 theme. With the Indian theme, it was suggested to have a Ayurvedic medicine program which is part of ancient Indian culture. Jessica could do henna tattoos too. He said to have Gish Jen as a speaker it would cost \$5,000.00 and we would also need to pay for her transportation. Manny suggested holding off Gish Jen and invite her to speak in 2022. There was further discussion among the Board and K. Penders said it makes sense to do the 911 and Nandini Bajpai engagement. Manny said the Orpheum is available in October for the Nandini Bajpai event and the cost is \$500.00.

A motion was made by J. Parlapiano to allow for a budget of up to \$5,000.00 from the Beyond Books fund for planning and budgeting for the Spinney Series and an amount not to exceed \$3,000.00 for the 911 author, Mitchell Zuckoff. The motion was second by C. Igo Freeman. The motion was approved 5-0-0.



New Boyden Library Website Update:

Manny said Evan is working on the site. The site is mostly done but he is still working on the header. Evan will provide training next week. June or July will be the launch date for the new website. Manny said the new site will be promoted on social media and other outlets.

Coronavirus and Library Operations Update:

Manny said there hasn't been any issues. Manny noticed less patrons are wearing masks. The library has a sign to "use your discretion" when it comes to masks. Manny said the plexiglass will remain up.

Future Trustee meetings will be in the Community Room to allow for ample space/distancing. It was mentioned that former Trustee, Tom Magee's dad passed away. The Trustees agreed to get a gift card for Deb Stone to Lyons Greenhouse to show their appreciation for Deb's participation on the Board.

Upon a motion by K. Penders and second by K. Udden, the Board voted to adjourn at 8:35 p.m. The motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio