



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, June 14, 2022
7:00 P.M.**

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

Not Present: Kevin Penders and Anisul Chowdhury.

Also Present: Library Director Libby O'Neill and FOL President Janice Rosado.

Documentation:

Special Meeting Minutes- February 16, 2022

Meeting Minutes May 10, 2022

Reports- Professional Librarian Reports, Director's Report, April 2022 Financial Report

FY22 Y-T-D Book and AV Breakdown

Meeting Room Policy

Called to Order: The meeting was called to order at 7:07 p.m. by C. Earnst.

Public Input: None

Jessica Henderson-Update on Summer Reading Program

Jessica spoke about Beanstack for summer reading and how to access it on a phone and computer. She mentioned there will be prizes awarded for those who participate. The first program is scheduled for this Saturday and it will be an animal adventure theme. Beanstack will have different programs based on age. Other summer events include Saturday concerts, Dungeons and Dragons, cartoon-a-gram, police/fire story times, and the Teddy Bear picnic with Rollie Pollie Guacamole. Most programs are in conjunction with an ice cream truck. Additionally, there will be a ukulele learning program in the afternoon for ages 8-12, Jenny the Juggler, Circus Minimus, and a female positivity event geared for teenagers with the Patriot Cheerleaders.

Approval of Meeting Minutes:

Library Director Search Committee Minutes May 10, 2022

Upon a motion made by J. Ooi and second by J. Parlapiano, the Board voted to approve the May 10, 2022 Library Director Search Committee Minutes and disband the committee. All were in favor and the motion was approved 4-0-0.



Special Meeting Minutes February 16, 2022:

The Board agreed the meeting minutes for February 16, 2022 will remain in draft form until there is a quorum to approve them.

Board of Library Trustee Meeting Minutes May 10, 2022:

Upon a motion made by C. Igo and second by J. Ooi, the Board voted to approve the May 10, 2022 meeting minutes with two changes. One being the author's name Celeste Ag be corrected to Celeste Ng and Adcom Selectboard subcommittee to be corrected to reflect K. Penders and C. Earnst are members and J. Ooi is the shadow. All were in favor and the motion was approved 4-0-0.

Correspondence:

Arthur Muldoon would like a meeting with the MBLC to discuss the 'Trustees' and roles and responsibilities. He would also like to discuss the OML. Per Libby, the OML is under the purview of the AG's office not the MBLC.

Friends' Report:

J. Rosado wanted to send out notes of appreciation to those who helped with the book sale and other events. Along with a thank you note, the Friends created gift punch cards to send to the volunteers. She mentioned the library beautification project's new planter by the main entrance. One of the newest Friends is Betsy Buckland and she has been great to work with. The Friends are almost ready to print the envelopes again for membership. The Friends are also looking into the possibility of utilizing the website for membership. S. Collins and B. Buckland put together a basket for the Founder's Day drawing. J. Rosado mentioned some residents were surprised but happy to see Boyden's presence in the Founder's Day Parade.

Professional Staff Reports:

Per Libby, the library is wrapping up with FY22 spending. KBH took away some public computers from the reference area due to lack of usage. This will translate in a cost savings on our PC support fee each year.

Financial Reports:

The Financial Reports were discussed and reviewed.

Director's Reports:

Libby finished summer reading and Bingo. She is looking into a drawing with Friends. Her book club might be taken on the road and done at local restaurants. Boyden said good bye to Library Assitant Kacee Rimer who took a position at the Mansfield Public Library. K. Rimer's position will be split it into two (2) 18 hour positions and Libby is currently interviewing candidates for those positions. Additionally, interviews for the part-time YA librarian position are underway and there are five candidates. Most applicants are not qualified for the YA librarian position because they are not currently enrolled in an MLS curriculum. There is however, one applicant that is enrolled in MLS program but has no public library experience. Trustees asked that Libby talk to M. Johns about taking down the posting for the part-time YA position to rework the job description. The Board also wanted to shift the benefits from the library assistant position to the part-time YA librarian position.

Liaison Reports/Trustee Sub-Committees:

There are none. There is some detail relative to events later on (Fall Speaker Series).

New Business:

Library of Things- Libby would like to fund the “library of things” (LOT) and asked to take \$1K out of state aid funds to pay for items to put in the collection. Libby mentioned a liability form would need to be created and patrons checking out items will need to sign it. There will be some programming around the LOT too. Also, LOT count as materials just like books because they are checked out at the circulation desk.

Assabet Interactive- Assabet Interactive is software used for booking conference room space, creating registration lists for events, and it can also accommodate the LOT. Libby will be replacing our current Event/Tix Keeper with Assabet. Assabet is more user friendly and has the ability to generate statistical reports. Assabet will give Boyden a special rate for the first year of the subscription which translates to a slight increase over what is paid for Event/Tix Keeper.

Staff Professional Development Day September 19, 2022- Approval to Close Library

Libby would like to schedule a Staff Professional Development Day on September 19, 2022 from 9:00 a.m. until 2:00 p.m. and requested approval to close the library during those hours. She is planning to have a staff meeting followed by a visit by the police department, fire department, Smart Plan representative, and a SAILS presentation.

Upon a motion by J. Parlapiano and second by C. Igo Freeman, the Board voted to approve the closure of the library from 9:00 a.m. until 2:00 p.m. on September 19, 2022. All were in favor and the motion passed 4-0-0.

Old Business:

Approval of Meeting Room Policy-Libby sent the updated version of the Food and Drink policy. She asked the Board to approve the wording “Food and Drink is only allowed for library sponsored events”.

Upon a motion made by C. Igo Freeman and second by J. Parlapiano, the Board voted to approve the Meeting Room Policy to include “Food and Drink is only allowed for library sponsored events”. All were in favor and the motion was approved 4-0-0.

Fall Speaker Series Update/Discussion:

Libby discussed potential top-pick authors for the series. She mentioned cost and availability would be factors as to which author would ultimately be chosen. Libby also suggested to move the Signature Series to another month. This would allow more time to plan the event and leave October open to feature an author who writes horror. Libby said she will forward the list/write-up on each author being considered for the Board to review and provide input.

Upon a motion made by C. Igo Freeman and second by J. Parlapiano, the Board voted to adjourn at 8:32 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio