

BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, September 12, 2023 7:00 p.m.

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

Not Present: Anisul Chowdhury

Also Present: Library Director Libby O'Neill, Friends of Boyden Library Secretary Susan Collins

Documentation:

Meeting Minutes for Approval June 13, 2023
Professional Librarian Reports Summer 2023
Director's Report Summer 2023
Financial Reports June & July 2023
Financial Report August 2023
Book and AV Breakdown FY 2023 & July 2023
Book and AV Breakdown August 2023
Draft Programming Policy
Draft Strategic Plan FY 2024-2029

Called to Order: The Meeting was called to order at 7:01 by Kevin Penders.

Public input: None

Vote to Accept Donations: Children's Librarian Emma Brelsford wished to acquire two chromebooks for library use and asked Foxboro resident Juri Love about community organizations that might be willing to make a donation. As a result, the library received \$720 in donations from Jaden Onwuakor (\$360) and Ilyas Taj (\$360).

There was a motion by Collin Earnst to accept the donation, and the motion was seconded by Christine Igo-Freeman. All were in favor and the motion was approved 4-0-0 (Joyce Parlapiano was not present for this vote).

Approval of Meeting Minutes: There was a motion by Collin Earnst to approve the minutes as drafted, and the motion was seconded by Christine Igo-Freeman. All were in favor and the motion was approved 4-0-0 (Joyce Parlapiano was not present for this vote).

Friends Report:

The Friends had an active summer. On Founders Day they sponsored lawn games from the Library of Things with Emma Brelsford and Jennifir Huston. The Teddy Bear Picnic was very well attended - she and Sara Halton managed the book sale table which also offered Connect4 and Jenga. Sara implemented a new system, so they were able to accept credit card payments.

The Friends have received donations in memory of Joanne Pratt, most recently from Bertha Chandler. At their next meeting the Friends will discuss how best to honor Joanne, who was a President of the Friends for decades.

They will be sponsoring a social for members with drinks and appetizers at Union Straw on October 17,

7pm-9pm. Members are encouraged to bring a friend.

Two drive-up book drives will be held on September 30th and October 28th from 9am-11am. The book sale is scheduled for November 16th-18th (set up will be on November 15th). The Friends are glad to support so many library programs with the funds they raise from book sales and donations. Kevin Penders also remarked that the library's robust programming this summer is one example of the fabulous work of the Friends.

The next newsletter will be coming out on October 10th, Bernadette Thie working on modernizing the layout.

The Friends occasionally receive large book donations. Dr Peterson, a town resident who recently sold his home, donated many books and the Friends worked with him for 3 days. Discover Books was also able to collect books onsite. They may appoint one or more members as scouts if they receive large donations in the future.

Staff Reports:

Libby reported that Tim is doing a wonderful job weeding out the collection, mostly nonfiction and reference, as well as some indexes from the local history collection. The goal is to shift the local history collection to the 1st floor near Reference and to install study pods on the Mezzanine floor. She would eventually like to purchase 3 pods; one quote for the pods was \$12,000 each.

Kathy Bell-Harney has taken over the payroll tasks, as well as daily money turnover, until we have a Department Administrator.

They had an amazing summer program, attendance numbers broken out by age groups were:

Ages 0-5 93
6-11 262
12-17 15
18+ 18

Director's Report:

The materials for the installation of the new phones have arrived, but the installation is delayed until late October/early November due to vendor staffing issues.

They implemented two new resources this summer: Niche Academy, which helps libraries promote and educate patrons and staff on library resources, and Brainfuse, which offers live tutors.

ARIS program numbers are significantly up, as are circulation of print materials.

The Library Speakers consortium from July to current date had 37 author talks. While there were not many live views, there were 1,959 views in total.

She has 5 interviews scheduled for the Department Administrator position. Collin Earnst suggested that she take her time to select the best candidate.

Subcommittee Reports: None, all subcommittees having completed their business.

New Business:

Programming Policy: Libby would like to have a written policy regarding programming, based on experience with prior program.

A language change regarding the reference to occupancy numbers was discussed but no change was deemed necessary. Kevin Penders suggested that in the future Libby should request a decision from the fire department regarding occupancy if we hold events upstairs.

A motion was made by Collin Earnst to approve the policy as drafted, and the motion was seconded by Christine Igo-Freeman. The motion was approved 5-0-0.

Libby will post the policy and the associated “Request for Reconsideration of Library Material” on the library’s website.

Old Business:

Bartholomew Trust Fund – Libby asked whether the Board would like to invite the fund managers to the October meeting, Kevin suggested that we leave that responsibility with the town. He suggested we invite Marie Almodovar, Town Finance Director, to our November meeting.

Strategic Plan – the document has been circulated to the Strategic Planning Committee and the Trustees. One copy of this will be filed with the MBLC which allows us to apply for LTSA grants. She used these grants funds to establish a Makerspace at her prior library, but she will be brainstorming with staff.

Collin requested some modifications to the graph on page 13 to make it more legible.

Collin further asked how the library would measure success for the documented goals. Libby replied that the successful completion of the programs, attendance statistics and community surveys would provide data. Her yearly action plans will prioritize the individual goals, prioritization was not a task of the Strategic Planning Committee.

A motion was made by Collin Earnst to approve the Strategic Plan as drafted, and the motion was seconded by Joyce Parlapiano. The motion was approved 5-0-0.

Trustee Schedule for Friends Meetings:

The following Trustees will attend the upcoming meetings as noted:

- October 4, 2023 Collin Earnst
- November 1, 2023 Joyce Parlapiano
- January 3, 2024 Jennifer Ooi
- February 7 Kevin Penders
- March 6 Joyce Parlapiano
- April 3, 2024 Collin Earnst

We will discuss the May meeting after the town election.

We will add an item to the October agenda for discussion surrounding the Open Meeting Law training attended by the Trustees, and whether the Board should obtain town email addresses for compliance with statutory recordkeeping requirements.

A motion was made by Collin Earnst to adjourn the meeting, the motion was seconded by Joyce Parlapiano. The motion was approved 5-0-0.

The meeting adjourned at 8:01 pm.

Respectfully submitted,

Jennifer Ooi

Clerk