



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, September 13, 2022
7:00 P.M.**

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

Not Present: Anisul Chowdhury.

Also Present: Library Director Libby O'Neill and Charles DiPompo.

Documentation:

Special Meeting Minutes- February 16, 2022- Draft

Special Meeting Minutes- August 3, 2022- Draft

Meeting Minutes June 14, 2022- Draft

Reports- Professional Librarian Reports, Director's Report, Financial Reports June-August 2022

FY22 & F23 Y-T-D Book and AV Breakdown

Library of Things Borrowing Policy & Liability Waiver- Draft

3D Printing Policy- Draft

By-Laws

Called to Order: The meeting was called to order at 7:03 p.m. by C. Earnst.

Public Input: None

Approval of Meeting Minutes:

June 14, 2022-

Upon a motion by C. Igo Freeman and second by J. Ooi, the Board voted to approve the June 14, 2022 meeting minutes. All were in favor and the motion was approved 4-0-1. K. Penders abstained because he was not present at that meeting.

Special February 16, 2022- There was a lack of a quorum to approve these minutes and C. Earnst confirmed they would be kept in draft form until such time there is a quorum to approve.

Special August 3, 2022-

Upon a motion by K. Penders and second by C. Igo Freeman, the Board voted to approve the August 3, 2022 minutes with one correction. The Trustees stated the Peace Pole should also include Indigenous People. All were in favor and the motion was approved 4-0-1. J. Parlapiano abstained because she was not present at that meeting.

Correspondence: None

Friends' Report:

Charles DiPompo stated the Friends held their meeting on September 7th and C. Igo Freeman attended. The Friends are having their fall book sale Thursday, Friday, and Saturday, November 17th through November 19th. Book donations for the sale will take place on September 24th and October 22nd. Charles stated the Friends spring book sale brought in \$3,550.79. He highlighted the Friends succulent program in July was well attended and very successful. He also informed the Board the Friends received a \$15K donation from Floyd Clark in memory of his wife.

It was decided the following Trustees will attend the upcoming Friends meetings:

October 5th- C. Earnst

November 2nd- Kevin Penders

January 4th- Jen Ooi

C. Earnst asked the remainder of the Friends meetings be placed on either the November or December agenda.

Professional Staff Reports:

The professional staff reports were distributed and discussed. Tim shifted some reference items to make space for the new YA librarian. KBH was helpful to get the on-line booking software (Assabet) up and running. She was able to input the museum passes and also provide training to staff who were unfamiliar with the software. Jessica had a very successful summer with the children's programming.

Financial Reports:

The Financial Reports were reviewed and discussed. Libby stated that in FY22, approximately \$10K in expenses was given back to the Town. She believed it was due to the library director transition. She emphasized Boyden did a good job managing the budget but she felt more could have been expended. K. Penders asked what she would do different. Libby said she would have expended more in digital. K. Penders said the extra in digital was adjusted downward for FY23 (as well as a few other line items) because of the inclusion of the YA librarian salary. K. Penders said we can explain this to adcom when we go back to defend the next budget. K. Penders asked that a meeting with Bartholomew be set-up for either the October or November 2022 Trustee meeting. C. Igo Freeman said she would reach out to Bartholomew to set that up.

Director's Reports:

Libby stated there are three (3) new hires consisting of 2 part-timers in the children's department and the new YA Librarian, Jennifer Huston. Jennifer has shifted and arranged the YA collection, already has 2 upcoming programs on the books, a teen advisory meeting, and additional ideas for October. Libby said all the summer programs were successful. There was summer reading bingo with 12 participants and Libby is looking to do a winter one too. Book Walk Wednesdays will continue through the fall. There were 3 attendees at her last walk and those ladies exchanged telephone numbers afterwards. There was a potting workshop sponsored by the Friends, and the night with Eleanor Roosevelt which was well attended. Fall is jammed packed with Bad Art Night, concerts, horror author series, Traci's craft night, pie basics, and Tech Tuesday workshops. Karen Dugan and Katelyn Raposo are doing Ink-tober (a drawing a day), and Erin Dunford will be instructing a ballet class for 2-5 year olds.

Liaison Reports/Trustee Sub-Committees:

Speaker Series- to be covered under old business.

New Business:

Library Director Evaluation-

Libby's probation is up on September 28, 2022. Libby mentioned that a PAF form will need to be signed and sent to TH to inform HR about her probation ending. The Board was unfamiliar with the PAF form and did not recall ever having to sign one. After discussion, there was a motion by K. Penders and second by C. Igo Freeman to authorized Chairman C. Earnst to sign-off on the PAF form and probation to end on September 28th. All were in favor and the motion approved 5-0-0.

Libby also advised the Board she was sent a self-evaluation from HR and she has been requested to complete it by September 28th. Normally a self-evaluation is part of a performance review. K. Penders stated it is unfair to do a performance review after only six (6) months and especially when the library director has not been given goals and expectations. It was agreed that K. Penders would speak with HR about the review to get more context on how the self-evaluation will be used.

Trustee By-Laws-

C. Earnst stated this is an opportunity to look at By-laws and discuss and/or make suggestions for revision. Libby said they look really good relative to other libraries. Libby was concerned about Article IX (Article 9). She would like to have the flexibility to have a policy amended in one meeting. She stated it would only come into play if there was an urgent situation. K. Penders added there is nothing wrong with the Board tabling a policy until the next meeting. C. Earnst and K. Penders both agreed, it would be o.k. to either approve a policy the same night as presented or table it if needed.

Article II. Membership, Section 4 was discussed. K. Penders stated what is written in that section is the full extent of what the Board can do if a member fails to attend regularly scheduled meetings. He also said he thought the question would be about the quorum number. K. Penders said to lower it would send the wrong message because it would make it easier for members not to show up. J. Ooi asked to eliminate "consecutive" and C. Earnst was open to this change. C. Earnst asked if there is any input on 3 vs. 4 [meetings]. C. Earnst said by changing 4 to 3 it would allow the Board and Chair the ability to act sooner to issue a letter with the end result to translate into less impact on the business of the library.

After lengthy discussion, a motion to amend Article II and Article V was put forward by K. Penders and second by J. Ooi as follows:

Article II Membership, Section 4:

Any member who fails to attend three (3) regularly scheduled board meetings over a twelve (12) month period (on a May to April cycle) shall receive a letter from the Chairperson reminding that member that regular attendance, as defined in the bylaws at Article 5, Section 1, is the responsibility of all members and that those unable to attend regularly or unable to provide notice to the Chairperson should consider resigning from the board. Copies of these letters shall be included in the Board's minutes. In the event of illness or other extenuating circumstances, as expressed by the member to the Chairperson, exceptions to this provision may be made by a formal vote of the Board.

Article V. Meetings, Section 1:

Regular meetings shall be held at the Library on the second Tuesday of each month at 7:00 pm, except for the months of July and August, or as otherwise dictated by the Board. Regular attendance of the members is expected. A member shall give advance notice to the Chairperson, no later than seventy-two (72) hours prior to a regularly scheduled meeting, if they are unable to attend.

Article V. Meetings, Section 5:

amend to uppercase “O” in “Order”.

All were in favor and the motion was approved 5-0-0.

Internet Use- Lower Age- Currently the library is allowing teens 13 and up to obtain a library card without parental permission. Teens only need a valid student ID. Libby expressed, it only makes sense to reduce the age to allow 13 year-old students to have internet access. Libby said we want to encourage teens to come to the library not put up hurdles by restricting internet access to age 16 and up. C. Earnst was in favor of lowering the age. After discussion among the Board, it was felt that most teens have their own devices and there are no parental controls on accessing the internet on those. C. Earnst agreed, the age and process of how to get a library card should mirror the internet policy. Libby will bring the internet policy forward at the next Trustee meeting.

Fine Free Discussion- C. Earnst asked how much is collected in fines each year. Libby said she would provide the Board with a Munis report at the next Trustee meeting. Regardless of how much is collected each year, many area libraries have gone fine free. Of all the SAILS libraries there are only 19 who take in fines out of 38. Libby suggested to go fine free for everything except museum passes and Library of Things. C. Earnst asked for a report of fines collected from FY23 Y-T-D back to FY18. He also asked Libby to provide a list of communities that don’t charge fines. He also stated we have the ability to amend the policy because of equity of access and asked Libby to bring a policy forward for the next Trustee meeting.

3-D Printing Policy- The senior center had a 3D printer they weren’t using so they donated it to Boyden. Libby explained she would be the contact person for patron print requests. She will make sure the file is the correct type and size. The printer came with supplies so currently there would not be a charge for print requests. However, that would need to be revisited once the supplies run out. Per C. Earnst, if you have the supplies on hand he would be in favor of approving this policy.

A motion was put forward by C. Igo Freeman and second by K. Penders to approve the 3D Printing Policy with the following amendments:

B. Change wellbeing to well-being

In the fourth paragraph, add “At this time” before 3D print jobs are free of charge,...

All were in favor and the motion was approved 5-0-0.

Old Business:

Speaker Series- Jamie Ford is Libby’s top pick for the series. He is the author of “Hotel on the Corner of Bitter and Sweet.” Libby has several programming ideas she can do with this pick. However, after

reaching out to the booking person she was informed it could cost \$15K but it may be a possibility he would agree to \$12K. It was disheartening because when Libby reached out over a month ago she was told the fee would be \$8K. Libby was told to “come with your best and final offer.” Libby suggested to offer \$12k which would include the speaking fee and travel but she felt that was still a lot of money to spend for the series.

Abdi Nor Iftin who wrote “Call me American” is another top contender. This author is willing to come and the fee is \$10K plus travel or best offer.

Libby asked that the date for the series be Thursday, March 23, 2023. It was suggested to bring in Unlikely Story or possibly have a shared event. Libby suggested to have the event at the library instead of the Marilyn Rodman Performing Arts Center to save money. K. Penders was agreeable to that idea.

After discussion, a motion was made by C. Igo Freeman and second by J. Parlapiano to authorize the library director to move forward with the date of March 23, 2023 for the Speaker Series event and not to exceed \$10K which shall be paid from the Beyond Books fund. All were in favor and the motion was approved 5-0-0.

Library of Things Borrowing and Liability Waiver-

Libby explained the items contained in the collection of Library of Things and why it is important to have a borrowing policy and waiver. Libby mentioned she changed the title of the policy but the Trustees said their copy says “Boyden Library: Library of Things Borrowing Policy” which is the correct copy. Libby said there is only one change then to number 4. It should read “Items may circulate up to 7 days.” (not 14 days).

Upon a motion by K. Penders and second by C. Igo Freeman, the Board approved the Library of Things Borrowing Policy with the amendment to number 4 as listed above. All were in favor and the motion was approved 5-0-0.

Update on the August 2, 2022 MBLC Meeting-

C. Earnst distributed the administrative notes from the meeting. The purpose of the meeting was to clarify roles and responsibilities not just for the current Trustees but our successors. C. Earnst stated the director reports to the Trustees with strategy and operations of the library and the Trustees evaluate the library director’s performance. It was agreed the Trustees and Town Hall would formulate one review form. The MBLC has tools for director evaluations and the MBLC was reflective to mention that a Town Hall review would not be the same as a review by the Trustees. K. Penders believes the review should be circulated by October (before the next budget cycle). Libby mentioned again that she will need to do the self-evaluation and submit it to Town Hall by September 28th but she didn’t want to do that without input/direction from the Trustees. It was agreed that K. Penders would follow-up with HR to go over the self-evaluation form and how it will be used prior to Libby’s submittal of it.

Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to adjourn at 9:35 p.m. All were in favor and the motion was approved 5-0-0.

Respectfully submitted,

Pamela Riccio