



**BOARD OF LIBRARY TRUSTEES**  
**MEETING MINUTES**  
**Community Meeting Room**  
**10 Bird Street, Foxborough, MA 02035**  
Tuesday, October 11, 2022  
7:00 P.M.

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

**Not Present:** Joyce Parlapiano and Anisul Chowdhury.

**Also Present:** Library Director Libby O'Neill, Janice Rosado, Bartholomew & Co. Reps Michelle Newcomb and Kathleen Glowacki.

**Documentation:**

Special Meeting Minutes- February 16, 2022- Draft  
Special Meeting Minutes- September 13, 2022- Draft  
Reports- Professional Librarian Reports, Director's Report, Financial Reports September 2022  
FY23 Y-T-D Book and AV Breakdown  
By Laws  
Internet Use Policy  
Fine Free Policy  
3D Printing Policy- Draft

**Called to Order:** The meeting was called to order at 7:01 p.m. by C. Earnst.

**Public Input:** None

**Bartholomew- Update on Trust Funds:**

The discussion was prefaced with 2022 being a challenging year especially since the Covid pandemic. The portfolio review represented numbers as of September 30, 2022. In the portfolio it was noted there is a higher allocation to corporate bonds. It was due to the stock market doing poorly but bonds are doing well because interest rates are rising. Our portfolio annualized return is down 2.74% but since 2017 the overall big picture is a return of 1.6% after fees. It was also noted that the Beyond Books funds were moved out of the portfolio by the Town's treasurer/collector.

**Approval of Meeting Minutes:**

**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.

**September 13, 2022-**

Upon a motion by K. Penders and second by J. Ooi, the Board voted to approve the September 13, 2022 minutes with no changes. All were in favor and the motion was approved 4-0-0.

## **Correspondence:**

C. Earnst stated a letter was sent to Anisul Chowdhury on September 29, 2022 and the synopsis was to remind him of his obligation to attend the Board's monthly meetings. C. Earnst stated Mr. Chowdhury has only attended two regular meetings and two special meetings since being elected in May 2021. Therefore, due to lack of attendance, the letter suggested he resign from the Board. The Trustee By-Laws require C. Earnst to bring this to Mr. Chowdhury's attention and C. Earnst has made Bob Cutler aware of the situation as well.

K. Penders moved that Chairman Collin Earnst's letter dated September 29, 2022 to Trustee Chowdhury be entered into the record of the Trustee Meeting. The motion was second by C. Igo Freeman. All were in favor and the motion was approved 4-0-0.

## **Friends' Report:**

Janice Rosado informed the Board Jessica Henderson was at the October Friends meeting. The Friends wish her well in her new role as library director in East Bridgewater and gave her a congratulatory bouquet from Judy's Flowers. She mentioned October 22<sup>nd</sup> will be the second donation day for books to be collected for the November book sale. She mentioned Mr. Heydecker's passing and that the family was interested in donating some books from his home library. Janice said the Friends would be grateful to have some books from his collection and that non-fiction would be of most interest. J. Ooi reached out to the family to coordinate but hasn't heard back. Charles and Don want to expand the Friends membership and floated the idea of having free membership for the young adult age group. Janice wanted to update the Friends portion of the Boyden website. She was hoping to refresh it to make it more visible by including more graphics. C. Earnst suggested asking the web designer if it is possible and how much it would cost to upgrade the website. Janice spoke about the \$15K donation from the Clark family and said the Friends are looking into using some of those funds for a country program and a cooking program.

## **Professional Staff Reports:**

There were book displays done by the professionals. The children's department did Ink-tober which was very successful and some were posted to Instagram. Jennifir is doing a terrific job with the YA program. She has been busy with community outreach, the Teen Advisory board, and is looking into a gaming system for the YA room.

## **Financial Reports:**

We are currently on track through the end of September 2022 with spending. Libby wants to be sure we are spending down appropriately each month in FY23. FY22's financial report prepared for the MBLC was very close to not making the necessary expenditures. Boyden needs to spend at least 15% of the budget to qualify for state aid which for FY23 translates to \$179,454.00. She mentioned we can count periodicals, business services, and library of things in that number.

## **Director's Report:**

The staff professional development day was successful. The entire staff participated and the Public Health Nurse, Tom Kenvin was invited to do a broad overview of medical emergencies, AED's, etc. Active shooter training was touched upon and Tom suggested to talk to HR to see if that could be booked as a Town-wide training. Other topics included the roll-out of the library of things and library procedures. Libby mentioned she is working with Celeste to promote the library stroll and that would take place sometime around National Library week in April 2023.



Interviews started today for the children’s librarian position. Currently there are four candidates and Friday will be the last interview. Libby wants to narrow it down to two finalists. Libby suggested to have the new librarian work with M. Rossetti for a short amount of time to help with the transition. The Trustees agreed M. Rossetti would be a great resource. Libby also suggested it might be a good idea to have the library staff trained in Diversity, Equity, and Inclusion. Libby has a contact who specializes in this training and the cost is \$3,600.00. Libby will talk with HR to see if it could be a Town-wide training and if the Town would pick-up the cost. C. Earnst said it is an investment, it’s important, and wanted to make this happen.

**Liaison Reports/Trustee Sub-Committees:**

Speaker Series- To be covered under “Old Business”

**Old Business:**

**Library Director Evaluation Update-**

K. Penders reached out to Mike Johns and subsequently C. Earnst was contacted. K. Penders’ takeaway from the conversation with M. Johns was a performance review for the library director is not needed at this time and it is noted Libby’s probation period is over. Per K. Penders, the Town’s library director evaluation document will be looked at along with the MBLC’s forms to create the Board’s own document for evaluating the library director.

**Trustee By-Laws-**

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 4-0-0.

**Internet Use Policy-**

Libby suggested to change the following language to the “Boyden Library Internet Use Policy”:

Under “Internet Computer Use”



Paragraph One:

“Accesses to the Library’s Internet computers are available to all library card holders...” change to “available to all library patrons”.

Change “The Adult Internet computers are reserved for use by teens ages 13 to 17.”

Paragraph Two:

Change wording “Children ages 16 and under”... to “Children ages 12 and under must have a signed permission slip...”

Paragraph Four: Delete in its entirety the line “No user may use the library card of another individual”

A motion was made by K. Penders to accept the Boyden Library Internet Policy as amended above, second by C. Igo Freeman. All were in favor and the motion was approved 4-0-0.

K. Penders also advised Libby to add USB drives to the library of things.

**Fine Free Policy-**

Libby presented the data relative to fines collected by the Town dating back to 2018. Per Libby, the total amount of revenue generated in fines has gone down each year. Our main goal is to have patrons frequent the library and fines may interfere with that. Going fine free would cut down on frustration with staff and promotes positive patron relations and good will. Libby also expressed collecting fines may encourage patrons to go to other libraries where there are no fines. Libby proposed to go fine free with the exception of hot spots, library of things, museum passes, and lost or damaged materials.

A motion was made by C. Earnst to adopt a fine free policy for the library as prescribed by the director with the exclusion of hotspots, library of things and lost/damaged materials. The motion was second by J. Ooi. All were in favor and the motion was approved 4-0-0.

**Speaker Series-**

Libby explained to obtain Jamie Ford it would cost \$10K for his speaker fee not including flight and travel expenses. Also he is not available to speak on March 23<sup>rd</sup>. Libby said neither the cost nor the timing would work. Libby said her other choice, Abdi Nor Iftin, who lives in Maine and wrote “Call Me American” has agreed to speak at a cost of \$10K (all in) and is available on March 23, 2023. The only other thing the library would be responsible for would be ground transportation which Libby would be happy to provide. Libby suggested to set-up a meeting with the sub-committee to talk about programming around this event.

**3-D Printing Costs-**

Libby researched a 3D print job typically costs \$30.00-\$35.00. At this time, it was agreed to keep these print jobs free of charge.

Upon a motion made by K. Penders and second by C. Igo Freeman, the Board voted to adjourn at 9:06 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio