



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Community Room
10 Bird Street, Foxborough, MA 02035
Tuesday, November 9, 2021
7:00 P.M.**

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

Members Not Present: Anisul Chowdhury.

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

Called to Order: The meeting was called to order at 7:00 p.m. by C. Earnst, followed by a roll call for attendance. All members were present at that time except Anisul Chowdhury.

Documentation:

October 12, 2021 and September 14, 2021 Draft Meeting Minutes for Approval
Reports- Professional Librarian Reports, Director's Report, and October 2021 Financial Reports.
FY22 Y-T-D Book and AV Breakdown
Draft Version- Visual Display Policy

Public Input:

None

Approval of Meeting Minutes:

K. Penders informed the Board the minutes of October 12th can only be administratively approved because of the lack of a quorum at that meeting. C. Earnst, K. Penders, and C. Igo Freeman agreed to approve the minutes administratively.

September 14, 2021 Minutes- C. Earnst requested minor changes to language in the second paragraph under "Visual Display Policy"; added to the end of the first sentence was "and what would be appropriate for all ages" and the third sentence was deleted in its entirety.

Upon a motion made by C. Igo Freeman and second by K. Udden, the Board voted to approve the September 14, 2021 meeting minutes with C. Earnst's edits. The motion was approved 4-0-1. K. Penders abstained because he was not present at the September 14th meeting.

Correspondence:

None

Friends' Report:

J. Rosado discussed the meeting about the Senior Tax Program which was held October 26, 2021. The meeting was held in the Fuller Conference Room and Janice, Manny, Pam, COA Director Marc Craig and Christina Larose attended. Janice said she was able to retain a current tax worker and an additional worker through the program. She mentioned the Friends book sale is next week. Children's materials will be upstairs in the mezzanine area and adult materials will be on the reference floor. There will be a bag sale too. Trustee representation at the Friends meetings was discussed and the following was decided:

February 2, 2022- C. Igo Freeman

March 2, 2022- K. Udden

April 6, 2022- C. Earnst

May 4, 2022- K. Penders

June 1, 2022- C. Igo Freeman

Professional Staff Reports:

Manny mentioned Suzanne has trained Jessica on cataloging materials. Suzanne did not buy any CDs this month. Kathy Bell Harney has done a tremendous job with the displays, the newspaper article in the Foxboro Reporter, and with collection development. Jessica is program orientated and is doing a phenomenal job.

Financial Reports:

The budget is on track and steady. The first state aid check will be received in December 2021. Manny explained there was an error in the salary line item for FY20 and Accounting corrected the error in Munis.

Director's Reports:

K. Dugan accepted the promotion to Senior Library Assistant in Youth Services. Manny is now working to back-fill Karen's prior position of Library Assistant. Manny will be interviewing candidates for that position starting next week. He also confirmed the two page positions have been filled. Manny informed the Trustees about the plumbing issue in the restroom due to a diaper being flushed in one of the toilets. J. Parlapiano suggested containers be purchased for the men's and woman's bathrooms for diapers. The Trustees would also like signage posted too.

Manny informed the Board that union negotiations are now underway. Manny was aware of the initial meeting but never got an email from TH about it. Manny said his role in the negotiations is to attend, advise, and to report back to the Trustees what transpired. He also said someone should be designated to attend the negotiations after his departure in January or negotiations should be put on hold until the new director is hired. K. Penders, said we need a solution after January 15th and said it needs to be addressed with Mike Johns. K. Penders said when Bob Cutler was the acting TM, he removed Trustees as an elected representative. He added, in this situation where the director is not available, what is the process? C. Igo Freeman said not having library director representation is not acceptable. C. Earnst said he will discuss with M. Johns on how to handle this. C. Earnst said it is possible union negotiations may be postponed until the new director is on board.

Liaison Reports/Trustee Sub-Committees:

Manny spoke about the memo that was handed out at the department head meeting on October 20, 2021. The memo is requesting department heads to appear before the BOS to give a presentation on their respective departments. The Boyden Library is scheduled to make their presentation on December 7, 2021. Per K. Penders, if the BOS would like to know about the library business then they could ask the

library trustees to attend the meeting not the department head (library director). Per K. Penders, BOS can summon a Trustee but K. Penders would like to know exactly what the BOS would like him to speak about. C. Earnst said K. Penders can reach out to TH/BOS directly to get clarity and further details about the presentation. K. Penders agreed to reach out to them and reiterated the Trustees control the library and the staff who work in it.

Manny said budget development will be starting before his departure. Manny will go over the initial budget with B. Keegan, M. Johns, and the finance team the beginning of January 2022.

New Business:

COA Request regarding Homer White Painting- J. Parlapiano asked who donated it. Per Manny, it was Evie Malm. Manny said it would need a new frame. After discussion with the Board a vote was taken.

A motion was made by C. Igo Freeman to graciously accept the donation of the Homer White painting by Evie Malm which will be displayed as the library sees fit and appropriate. Second by J. Parlapiano. The motion was approved 5-0-0.

Conference Room-Beverages:

K. Penders said it should be no food or drink as currently stated in the “Meeting Room Policy”.

A motion was made to accept the amended meeting room policy by K. Penders, second by J. Parlapiano. The motion was approved 5-0-0.

Library Director Search:

Per C. Earnst the Trustees will set the process and hire the new library director to replace Manny. C. Earnst said Town Hall has taken liberty of posting the job/description to the Town’s website. C. Earnst has contacted M. Johns about the posting because it is not accurate or complete. Further, the posting was not to go up until the Trustees approved it. C. Igo Freeman asked if the posting is still up on the website and if so, do we have the power to take it down. C. Earnst said it is still posted but he will ask that it be taken down. It was agreed the job posting needs to be revised and Manny will help with that. Once the description is complete, Manny suggested it be posted on other sites (other than the Town’s i.e. MBLC, ALA, and the Office of Rhode Island). C. Earnst asked Manny if he had the posting from 6 years ago when he applied for the Library Director position. Manny said he did and he would circulate that to the Trustees. This would give the Trustees a base to work from and then make further edits as needed. C. Earnst said he has a meeting with M. Johns tomorrow and will discuss the job posting and the hiring process with him at that time.

K. Penders went over how the search process worked last time when the Trustees hired Manny. He said the Trustees convened the search committee with eight (8) members. K. Penders lead the committee along with Joe Lally, Tom Magee, Jeff Lovely, Dave Crimmins, Margi Rossetti, Deb Volpini, and Mary Beth Bernard. The first step was to develop a job posting with the help of MB Bernard, MBLC, MMA and other library sites. K. Penders said there were twenty (20) applicants. The resumes were ranked and the top 7 were identified and phone interviews were conducted. There were a set of questions that were asked of each candidate and the field was narrowed to two. The Trustees selected the candidates and both were to go before the BOS before the final decision was to be made. Manny was one of the two candidates and the other candidate withdrew their application just before the BOS meeting. The whole process took approximately 5 months. Per C. Earnst, he believes the same process should be followed when hiring a new director to replace Manny. C. Earnst said lets now talk about forming the search



committee and who should be on it. He said there should be three (3) Trustees, two (2) staff members, one (1) Friend of the Boyden Library, and one (1) Town Hall Representative. It was agreed an odd number makes sense to eliminate the chance of a tie vote. C. Earnst nominated himself, K. Penders, and C. Igo Freeman to represent the Trustees. Additionally, after discussion among the Board and Manny, P. Riccio, J. Henderson, J. Rosado, and M. Johns (or his designee) were nominated. The Trustees and P. Riccio accepted the nomination. C. Earnst would reach out to J. Henderson to get her acceptance. Per K. Penders, if someone declines to be on the committee, then do we go with 6? C. Earnst said it is important to keep it an odd number.

Library Director's Presentation to BOS on December 7, 2021:

This has already been addressed in Liaison/Sub-Committees Reports per C. Earnst.

Old Business:

Kacee Rimer- Tuition Reimbursement/Course Recommendations- Per C. Earnst this was talked about at the administrative meeting last month and it was agreed an article will be placed on May 2022's Warrant. Manny said he is recommending the courses Kacee will take but needs the Trustee's approval in order for her to receive tuition reimbursement per the Union contract. Manny asked the Trustees to vote to approve the courses.

A motion was made by K. Penders to move to authorize Kacee Rimer to take the course recommendations as outlined by the director and to be reimbursed for them assuming successful completion and in accordance with the guidelines of the union contract. The motion was second by J. Parlapiano. The motion was approved 5-0-0.

Visual Display Policy:

Per Manny, it can be revisited in December. K. Penders said we need to have Town Counsel look at it before the Board votes on it. C. Earnst asked Manny to circulate it and he will ask Town Counsel to review it.

Bill Dudley Artwork Request:

Per Manny, the artwork is rather large and asked for guidance from the Trustees on where to display it. Manny will reach out to Bill on the measurements and the weight of the piece. Per K. Penders, he posed the question of how many pieces from 1778 do we need at the library and how many pieces do we want to be the custodian of? C. Earnst asked if anyone had strong feelings about acquiring this piece. C. Igo mentioned it used to hang in the library (before the renovation) so it could be somewhat sentimental. C. Earnst asked Manny to scout the library to find a place for it.

Trustee Vacancy:

C. Earnst sent a register letter to the Trustee on November 2, 2021. He was notified the Board was happy he was elected and hoped he would attend the Trustees meetings. If he chooses not to attend the meetings, the Board would appreciate him resigning his position. Also, there was a discussion and a question as to whether this candidate's seat was a three year seat or not. K. Penders said we would inquire with Bob Cutler. C. Earnst said this is critical with regards to maintaining a quorum.

Upon a motion by K. Penders and second by K. Udden, the Board voted to adjourn at 8:45 p.m. The motion was approved 5-0-0.

Respectfully submitted,
Pamela Riccio