



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
10 Bird Street, Foxborough, MA 02035
Tuesday, November 12, 2024
7:00 P.M.**

Members Present: Chair Kevin Penders, Clerk Sara Halton, Christine Igo Freeman, & Paul Ivanovskis

Not Present: Vice Chair Jennifer Ooi & Joyce Parlapiano

Also Present: Library Director Libby O'Neill, Friend Sue Collins, & Department Administrator Renee Spinner

Documentation:

Meeting Minutes for Approval- October 8, 2024
Reports- Professional Staff Reports, Director's Report, Financial Report October 2024

Called to Order: The meeting was called to order at 7:05 p.m. by K. Penders.

Public Input: None

Approval of Meeting Minutes:

C. Igo Freeman made a motion to approve the October 8, 2024 meeting minutes as presented. P. Ivanovskis seconded and the motion passed 4-0-0.

Correspondence: None

Friends' Report:

S. Collins gave an update from the Friends. The Executive Board met with a representative from Bartholomew & Co.; the Friends have been seeing a healthy return since 2018 and have a good foundation for a big future project. New Treasurer Katherine Howard is learning the ropes. She will be setting up a new Venmo account via a pay-as-you-go phone as the old account is inextricably linked to former Treasurer S. Halton's phone.

The Friends October newsletter has gone out. The next one will be their big membership newsletter in January, which will be printed and mailed out with a membership envelope. All are encouraged to join, just be sure the Friends receive an email address for their newsletter if signing up via Venmo. On the topic of membership, the Friends social at Union Straw was a success!

The fall book sale is scheduled for November 14-16 and the Friends have confirmed May 8-10, with the 7th for setup, for the spring book sale.

Once again, Colleen McManus will be setting up a giving tree in the lobby. There will be tags on the tree in time for the book sale. Every Christmas she contacts the Discretionary Fund and asks what toys the children would like that the family can't afford while protecting their identity. Bernadette Thie will help where needed.

B. Buckland will work with L. O'Neill on how many poinsettias the Friends should purchase to decorate the Library for the holidays.

At-large members, as well as two-year term committee chairs, and the Executive Board members will be up for reelection at the February annual meeting. These people will be contacted to see if they are willing to continue or if they are interested in another position.

Professional Staff Reports:

L. O'Neill provided an update on professional staff reports. Inktober was a huge success with all 100 packets picked up and over 400 entries on Padlet. K. Penders mentioned that he continues to be blown away by the amount of programming for children's and teens, and commended R. Spinner on an excellent job with social media.

Financial Reports:

The budget is currently on track for this time of year. There has been trouble with Ingram delivering book orders in a timely manner. As a result, the book expenditures are a little low, but not for a lack of orders. This issue isn't unique to Boyden, many other libraries are experiencing the same thing. Ingram has been vague, but points to software upgrades and staff turnover as the issues. Staff in charge of ordering materials will be trying to order without processing to see if items come faster, as well as trying other vendors such as Baker & Taylor.

Director's Report:

L. O'Neill provided a Director's report.

Library Operations: The Children's Room closed on 11/9 due to an incident. A special needs adult patron, who visits regularly with his mom, reached his borrowing limit and became agitated. Books and shelving were knocked over, the coloring table was flipped, computers were knocked over, and a ceiling tile was knocked down. He was aggressive with staff but did not touch anyone. Erin Dunford and Jeanne Carter handled the situation well, getting the other families present out of the room and contacting police. L. O'Neill has the incident reports from staff and the police, and is waiting on Town Counsel to advise on the duration of the disinvite for the patron, whose mother is still welcome to use the Library. All staff have been made aware and walkie talkies have been purchased to help improve communication among staff.

R. Spinner cleaned out the storage closet on the ground floor and there is a lot more room to store things such as Library of Things items.

Programs & Services: The Library has a new subscription to Library Chef. Patrons can attend live cooking classes and watch recordings on demand. They will be launching classes geared towards children and teens in January.

Senator Feeney has scheduled office hours at the Library in November for constituents to meet with him to address any concerns.

Personnel Updates: State aid was awarded to the Library on the first round, totaling \$25,686.18.

K. Penders mentioned the SAILS Legislative breakfast scheduled for March 7, 2025 at the Norfolk Public Library and encouraged Trustees to attend and mingle with state representatives.

New Business, Staff Development Day:

L. O'Neill proposed opening the Library late, a 1pm, on Monday, April 14th, 2025 so staff may partake in a professional development day. The specifics of the training/development aspect are still in the works, but the day will also include a staff meeting and lunch. S. Halton made a motion to approve closing the Library at 1pm on Monday, April 14th for a staff professional development day. P. Ivanovskis seconded and the motion passed 4-0-0.

New Business, Community Reads Author Event:

L. O'Neill proposed closing the Library at 4:30pm on March 18th, 2025 for the 2025 Community Reads author event. The Library would be closed 4:30-6pm, reopening only for the author meet and greet and reception with an attendance goal of 80 people. C. Igo-Freeman made a motion to approve the early closure of the Library on March 18th, 2025 for the 2025 Community Reads author event. P. Ivanovskis seconded the motion and it passed 4-0-0.

Old Business, 2025 Community Reads Program:

L. O'Neill would like to take funds from Beyond Books for the 2025 Community Reads author talk. P. Ivanovskis made a motion to appropriate \$10,000 from Beyond Books for the purpose of funding the 2025 Community Reads program. S. Halton seconded the motion and it passed 4-0-0. Any additional funds required for the program must be approved separately.

Old Business, Library Union Contract Update:

Today's union contract meeting was cancelled as the Town Manager was out sick. The meeting will be rescheduled for later this month, the date is to be determined. L. O'Neill's focus is on the amount of paid time off being offered to part time staff. Negotiation options are being discussed with Town Hall to have existing part time staff be grandfathered in, while new staff would receive only sick and comp time, not vacation or personal time. Further updates will be provided as they become available.

Old Business, Boyden's Makerspace Update:

L. O'Neill has purchased a locked cabinet that matches the Library's existing cabinets for \$770. While repurposing where she can, L. O'Neill is working with Emma Brelsford and J. Huston to pick out an additional table or two, as well as carts. Updates will continue to be provided as they become available. The Trustees noted that the presentation L. O'Neill gave to the Friends and circulated to the Trustees was very helpful in explaining the vision for the makerspace.

Adjournment:

A motion was made by P. Ivanovskis and seconded by C. Igo Freeman to adjourn at 8:05p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Renee Spinner