



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
10 Bird Street, Foxborough MA 02035
November 14, 2023 7:00pm**

Members Present: Chair Kevin Penders, Vice Chair Christine Igo-Freeman, Clerk Jennifer Ooi, Collin Earnst, Joyce Parlapiano, Director Elisabeth (Libby) O'Neill, Friend of Boyden Library Betsy Buckland

Not Present: Anisul Chowdhury, Trustee

Call to Order

The meeting was called to order at 7:02 pm.

Public Input

None

October 10, 2023- Meeting Minutes for Approval

Kevin Penders circulated his suggested edits to the Minutes, which were reviewed by those present. A motion was made by Kevin to approve the Minutes as amended, and the motion was seconded by Collin Earnst. The motion was approved unanimously by a vote of 5-0-0.

Correspondence

Libby received a complimentary email regarding Jennifer Huston. Juri Love had offered a Journalism 101 seminar for teens and a mother reached out to thank the library for the program, for Jennifer's support, and for publishing her daughter's Banned Book article in the library's Teen newsletter.

Friends' Report

Betsy Buckland reported that Sara Halton had recommended bookkeeping software that will also track membership. Katherine Howard performed the Friends' annual financial audit and everything was in order. The Friends sponsored a social on Oct 17th at Union Straw which was well-attended, and they gained five new members. They are in the process of revising and upgrading their brochure and envelopes to reflect the fact that additional household members can now join at a discounted rate. The book donation drives were very productive, and the upcoming book sale will be well stocked. The book sale begins Wednesday night with a special presale for sorters and volunteers from 6pm to 8pm. Book sales to the public begin on Thursday. There will be an early bag sale for members on Friday followed by a bag sale for the general public on Saturday.

The Giving Tree sponsored by the Friends is set up in the lobby. Poinsettias will arrive at the library right after Thanksgiving. There will not be a Friends meeting in December. The next meeting will be January 3rd 2024 and Jennifer Ooi will attend on behalf of the Trustees.

Thank you to the Trustees for supporting the Friends and the library.

Professional Staff Reports

Jennifir cannot accept any new teen volunteers since she is only here three days a week. At the December meeting, we will need to approve a donation of \$2,100 from the Rotary Club to purchase chromebooks.

Financial Reports

We are a little behind in spending in the “Books” line item; publishing is slower this time of year but will pick up in Spring. We are over in “Periodicals and Newspapers” because most ordering happens later in the year. Next year we will need to increase the “Library Supplies” line item – currently, any spending on program materials is accounted for under “Library Supplies”.

Kevin pointed out that our expenses are high on “Adult Databases” and “Digital/Electronic Media” is also high overall. Libby explained that we added two new databases this year. Also, Hoopla is very popular and is paid according to usage.

Kevin asked why “Network and Info” was high. Libby explained that it is paid at the beginning of the year, and that line item also includes anything we purchase through the SAILS Network.

The “Sunday hours” line item is still zero – October hours will be reflected in the November financials.

Director’s Report – Elisabeth O’Neill

Libby said the new phone system is nearly ready and hopefully will be installed next month. She is excited about the upcoming programs and services. The library will be offering programs on organization, yoga, sourdough bread making, chocolate tasting, a spice club, as well as coloring for adults.

Joanna Caristi led the first ESL session. There was one attendee, who suggested changing the time would draw more interest. So far there is only one person signed up for the next session on December 1st.

Tech Services needs more space, and they would like a workbench. Libby should have cost estimates for the December meeting. The shelving units outside her office should be taken down soon, and she would like to install four study pods in their place. The first quote was \$12,000 for each pod, she will request two more quotes. She anticipated purchasing the pods during the first quarter of 2024.

Libby would like to move the Town of Foxborough diorama which is currently displayed in the quiet area on the first floor. She wondered if the Town Hall would accept it. Kevin said the Minutes taken during library renovations reflect Joseph Whall’s request for the Board to accept the diorama and the conditions set regarding the request. He believes the Trustees agreed to accept it under the condition that it could be removed if there were no longer space available, provided that it should then be offered back to the Whall family. He suggested Libby check the Minutes between 2011 and 2013 for details regarding the gift.

Collin suggested we start drafting a policy for the study pods. Libby suggested she will use the same reservation system that is used for meeting rooms and limiting those reservations to 2-3 hours slots. She is also considering other contingencies.

Renee Spinner, the new Department Administrator is doing very well and is on vacation this week.

Collin asked for an update on the bullying episodes which were discussed at the October meeting. Dr. Berdos provided Libby with a contact to call if we notice anything. Jennifer is following up with the teens involved. Libby also brought it up at a Massachusetts Library Directors meeting, and they suggested that unless the teen is currently being harmed or is likely to be harmed, they would not report it.

New Business

2024 Public Library Association Conference

The next conference is scheduled for the beginning of April 2024 in Columbus, Ohio. Libby plans to attend and has asked the other professional librarians if they also wish to attend. She has been told she can use State Aid to cover the expenses, and asked the Trustees how much of the total cost should be covered by the library. Kevin said he feels the Trustees have attempted to provide sufficient funds in the budget for spending on attendance but, if it is insufficient, we might need to consider additional funding.

Once she receives responses from the other librarians, Libby will inform the Trustees of potential costs.

Jennifer is going to ALA in San Diego because she is the Chair of a committee.

FY25 Budget Discussion

We have not received any budget information from Town Hall, but Kevin did meet with Libby to discuss goals and priorities. We would typically be voting our Budget in December, but the Budget summit is scheduled for December 5th. Our priority is to get Jennifer to 35 hours a week, 5 days a week. We also need a new leased photocopier with a maintenance plan on the first floor as well as a new coinbox machine. The coinbox attached to the current photocopier is maintained by an outside vendor who replenishes the paper. Libby pointed out that if we were to purchase a coinbox, all monies paid by patrons for copying would go to the Town.

She also wants to continue to raise funds available for materials, and she is adjusting the budget to get us closer to the MBLC spending requirement, so we don't have to move the money from other funds. We need to spend more on "Library Supplies" as well.

This year the Town is stressing departmental needs, and we are awaiting more information from the Town on the budget goals.

Old Business

2024 Community Read Update

Libby reached out to literary agencies and has narrowed it down to Brendan Slocum "Violin Conspiracy" by Brendan Slocum, "The Henna Artist" by Alka Joshi and two others. She thinks we should alternate between fiction and non-fiction. She was interested in Angie Kim, the author of "Miracle Creek" and "Happiness Falls", but she thinks it will be difficult to create associated programming for those works. If we did want to do non-fiction, she suggested a work by Sara McBride, or perhaps Ian Manuel. Our budget is a maximum of \$10,000 so she will get back to the agency.

Programming Policy – Discussion and Possible Vote to Approve Update

There have been increasing instances of people arriving late for programs. Libby would like to add language to the policy setting a 15-minute deadline for arrival and admitting people on the waitlist. Joyce asked about reminders. Libby responded that automated reminders are sent to all registrants. She also emails those registered for very popular programs, asking them to let her know if they cannot attend, so that the library can admit those on the waitlist. A motion was made by Collin Earnst to accept the update to the programming policy, and the motion was seconded by Christine Igo-Freeman. The motion was approved unanimously by a vote of 5-0-0.

Quote for AEDs – Discussion and Possible Vote

Libby received a recommendation of Life Support Systems, and they provided a quote of \$5,295 for three AEDs from them. One line item for \$885 includes service inspections and calls which she believes will be an annual cost. Kevin asked whether they provide training. Libby believes the fire department could train staff in the use of AEDs, but she will ask the company if they also provide training.

Libby raised the question of whether we should be responsible for them, in other towns it is the responsibility of facilities. The Board felt it would be a good time to discuss this with Tom Kenvin at Public Safety now that we know the cost. Libby will invite him to a walk-through and a Trustees meeting.

Quotes for Intercom System – Discussion and Possible Vote

The IT Department solicited three quotes but has only heard from two of the companies, both of which did a walk-through. One quoted \$21,000, including installation, the second quoted \$4,199. She is going to request further information regarding the higher quote and discuss lowering the number of speakers being installed. She will follow up at the next Trustees' meeting.

Follow up on Open Meeting Law/Trustee Subcommittees

Town Counsel reported back that any meeting of any number of members, even if below quorum, is subject to Open Meeting Law (OML). Our Budget Meeting will follow OML rules. Collin asked whether all subcommittees would need votes and minutes, and Kevin responded in the affirmative. Kevin will be meeting with Libby and the appropriate Town officials to discuss Budget.

The Events subcommittee would be subject to OML; therefore, Joyce will be working directly with Libby on coordination of future events.

Follow up on Trustee town email addresses

Paige Duncan (Acting Town Manager) and Aaron Hyre (Director of Technology) said the town does not have the financial means to offer email addresses. Kevin suggested that the Director should reach out to the Town Manager to enquire about the impediments associated with providing town email addresses for the elected members of the town library Board. Due to Open Meeting Law concerns, The Trustees attended OML training sponsored by the Attorney General's office and the Mass Municipal Association this past summer. During that training, it was expressed that best practice is for town email addresses to be the primary point of contact for all library business. Kevin suggested that the Trustees are willing to consider assisting with funding if necessary.

Kevin cannot attend the next scheduled meeting on Dec 12th, after discussion the Board agreed to move the meeting to Dec 18th.

Motion to adjourn

A motion was made by Christine Igo-Freeman to adjourn, and the motion was seconded by Collin Earnst. The motion passed unanimously by a vote of 5-0-0. The meeting was adjourned at 9:05.

Recorded and respectfully submitted by,

Jennifer Ooi, Clerk
Boyden Library Board of Trustees