



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

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

**Not Present:** Vice Chair Kevin Penders and Anisul Chowdhury

**Also Present:** Library Director Libby O'Neill, and Friend Member Sue Collins.

**Documentation:**

Meeting Minutes for Approval- February 16, 2022 (Special), October 11, 2022, and November 8, 2022  
Reports- Professional Librarian Reports, Director's Report, Financial Reports November 2022  
FY23 Y-T-D Book and AV Breakdown  
Policy Statement: Materials Selection- Red Line Version  
Request for Reconsideration of Library Material Form- Red Line Version

**Called to Order:** The meeting was called to order at 7:00 p.m. by C. Earnst.

**Public Input:** None

**Approval of Meeting Minutes:**

There was a lack of a quorum to approve the minutes listed below and C. Earnst confirmed they would be kept in draft form until such time there is a quorum to approve.

Special February 16, 2022

October 11, 2022

November 8, 2022

**Correspondence:**

The Massachusetts Board of Library Commissions confirmed our first award for state aid will be \$20,316.77 and it will be received sometime in December 2022.

A check in the amount of \$10,000.00 was received from Scot Campbell stating it was a donation to benefit the Children's Department. The donation was the bequest of his mom, Donna-Jayne Campbell, who was a former Boyden employee. Part of the donation will be used for children's books and programs. The Trustees agreed a special thank you note will be sent to the family.

Upon a motion by C. Igo Freeman and seconded by J. Parlapiano, the Board voted to accept the donation from the Estate of Donna-Jayne Campbell to benefit the children's department. All were in favor and the motion was approved 4-0-0.



### **Friends' Report:**

The Friends compiled stats in 2019 and there were 185 members. During Covid there were 116. Then membership came back up in 2021 to 164 and now in 2022 there are 187 members.

The book sales netted \$3,571.00 in November 2022 and \$3,551.00 in May 2022. There are only 2 tags left on the Giving Tree and books were collected too. The Annual meeting will be in February 2023. D. Crimmins is going to step-down. Janice will remain President, and Sue will remain as Clerk. Sara will step-up to Treasurer as Bernadette is stepping down. Friends are doing well and Sue encouraged Libby to let them know if there are any needs of the library where Friends funds could be utilized.

Friends approved to sponsor the library's Zoom account. The library will also have capability to have a virtual meeting with improved audio.

### **Professional Staff Reports:**

KBH and Libby are interviewing new subs and are wrapping it up. Jennifir has some new programs in 2023. She did a survey for teen input. It was suggested to change the day and time for teen programs to Saturday at 1:00 p.m. The survey for a gaming system was tallied and the X box won. The library will be purchasing one for the teen room in the near future. Jennifir has changed her title to Teen Librarian.

The furniture in the teen room will be changed out. Jennifir will come to the next Trustee meeting and bring her ideas and proposals. Possibly a new TV or move a TV into the teen room. Jennifir is doing a great job making more connections with teens.

### **Financial Reports:**

Everything is on target. Libby stated she is mindful to watch buying to make sure we are spending appropriately. Libby is considering switching companies for magazines to save about \$800.00. She mentioned it is very important to stay on track with spending so we are not scrambling at the end of the fiscal year.

### **Director's Report:**

There are speakers lined up for the Library Speaker's Consortium. The dates are Dec. 6<sup>th</sup>, December 10<sup>th</sup>, and December 12<sup>th</sup>. We have 30 registrations. This is a program we will keep promoting and plugging. The Senior Children's Librarian position was reposted. There are two candidates. Libby went before the CIP Committee because of the need for new carpeting in the high traffic areas of the library. Facilities has estimated the carpet will cost roughly \$30K. We should be able to use general operating funds according to finance. Libby pointed out an article in the Foxboro Reporter which says Boyden can be used as public parking. Libby has discussed this with the Town Planner Paige Duncan. It was suggested by Paige, that if library parking becomes an issue, there can be signs installed stating public parking is only allowed after library hours. Further, because its Town owned property, Paige said we can't say the public can't park.

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

The FY24 budget will be discussed later in the meeting as well as the Speaker Series.

**New Business-** None

**Old Business:**

**Bartholomew Funds- Discussion-**

C. Earnst said this should be tabled for now and the Trustees should take a look at the past minutes. C. Earnst asked that it be added to the next agenda. C. Earnst suggested the Trustees take a formal vote to move all the funds out of Bartholomew and that will be discussed at the next regularly scheduled meeting.

**FY24 Budget-**

The operating budget numbers for salaries increased from the Town Meeting numbers because of contractual obligations due to the library contract being ratified. After taking into consideration the increase to salaries, the net increase for FY24's budget over FY23 is only 3.78%. The sub line item is about the same as well as the pages. Sunday hours were slightly increased due to FY23's contract which pays employees double time for working on Sundays. Sick/vacation buy back was lowered slightly as we don't anticipate a retirement. Custodial services were decreased and possibly could be lowered more. Book binding was lowered. Libby stated there is not enough budgeted for library materials and she is trying to bridge the gap.

After discussion, there was a motion by C. Igo Freeman to approve and accept the budget as presented by the director at \$1,244,711 which is a 3.78% increase from last year and seconded by J. Ooi. All were in favor and the motion was approved 4-0-0.

**Policy Statement: Materials Selection & Request for Reconsideration of Library Material-**

Libby presented the changes needed.

Request for Reconsideration of Library Material- Number 4 would change to "What is it about this item that concerns you? Can you suggest another item on the same topic that would make a better addition to the library's collection?"

Libby will make the revisions as discussed. The final policy will be reprinted with the revisions and put on the January 2023 agenda to be approved by the Trustees.

**Speaker Series Update-**

The speaker series event will take place on March 23, 2023. There will be a meet and greet with coffee, appetizers, and dessert at 6:00 p.m. The talk will be at 7:00 p.m. The Trustees will need to vote to close the library early to set-up the reading room for the event. Libby suggested to close anytime between 3:00-4:00 pm. J. Ooi commented Band-O-Rama is same night. There was a brief discussion about changing the date for the speaker event but ultimately, it was decided to keep March 23<sup>rd</sup>.

Libby made suggestions about programs to have centered around this talk. Possibly a community panel of coming to America (share your story) consisting of 3-4 people. It would make sense to have someone on the panel who immigrated to America. Libby will also reach out to Boston Immigration Services to see if someone could do a talk about it. Other ideas included having a rep from the Islamic Center of New England come as well as introducing a spice centered around native Somalian food. For the children there could be coloring pages with animals, a crafting project, and collaboration with Fox Tales at the Rodman Center.



Upon a motion made by J. Parlapiano and seconded by J. Ooi, the Board voted to adjourn at 8:43 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Pamela Riccio