

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Wednesday, November 20, 2013

8:07 pm Welcome and call to order Kevin Penders.
Attendees: Trustees Kevin Penders, Tom Magee, Fran Spillane, Joe Lally, Ellen Pillsbury and Sue Burlone. Also present Friends' President Diane Monahan and Library Director Jerry Cirillo.

Minutes: The minutes of the August 21, 2013 meeting were reviewed. Sue Burlone made a motion to accept; Fran Spillane seconded; approved 4-0-2. The minutes of the October 16, 2013 meeting were reviewed. Tom Magee made a motion to accept; Sue Burlone seconded; all approved 6-0.

Friends' Report:

Friends' President Diane Monahan reported the Friends will be holding a book sale on Friday, December 6 and Saturday, December 7. The membership envelopes were mailed inside the latest newsletter and they were getting a good response. She reported the "book collection box" had been placed outside of the entrance and that a member of the Friends would be by to empty it on the days the library was open. A new project this year is the Giving Tree (Jerry Cirillo's coat rack) which will display ornaments listing a "gift wish" for a child in Foxboro. The list of wishes is provided by the Foxboro Discretionary Fund. The Friends will be decorating the library with poinsettias' after Thanksgiving. The Friends will not be meeting in December. The next scheduled meeting will be on Wednesday, 1/8/14, and held in the Children's Craft Room at 7:30 pm.

Professional Staff Reports:

The October 2013 staff report was reviewed.

Financial Reports:

The September 2013 financial report was reviewed.

Director's Report:

The Director's Report was reviewed. Director Cirillo provided an update on the status of the union negotiations.

Library Technology Update:

Library Director Jerry Cirillo reported wireless Internet access is available throughout the building. He reported that a Bibliotheca technician will be coming to check on the security gates which are not functioning properly. He reported that we are connecting OCS on the public PCs excluding the PCs in the Children's Room.

Liaison Reports: Selectmen; Advisory Committee:

Fran Spillane reported there were no issues to report from the Selectmen. The FY15 Budget Proposal is due on December 4 to Town Hall. The Library's Budget Committee plans to meet with ADCOM liaison Kevin Powers prior to submitting the proposal.

Budget Committee:

The committee plans to begin meeting with Director Cirillo and ADCOM liaison Kevin Powers regarding the FY15 Budget Proposal. The feasibility of adding Sunday hours was discussed. After the discussion regarding adding Sunday hours, Kevin Penders made a motion that the Budget Committee explore the inclusion of Sunday hours in Fiscal Year 2015; Tom Magee seconded; all agreed.

Library Sub-Committees:

There was a brief discussion on the Library Gift Fund.

Director's Performance Review:

Kevin Penders circulated the review by email to the Trustees and Library Director. Kevin commented that Director Cirillo's overall performance was outstanding. He will provide a copy of the review to Acting Town Manager Bob Cutler. Kevin Penders then made a motion to approve and accept the overall Director's evaluation for 2013; Fran Spillane seconded; all agreed 6-0.

Capital Campaign:

Kevin Penders made a motion to accept \$170,000 as provided from the Beyond Books Capital Campaign for the purposes of allocating it to the project for FF&E overages; Tom Magee seconded; all agreed 6-0.

Other Business:

Thanks to all for their efforts provided for the Re-Dedication Ceremony held on Saturday, November 16.

Tom Magee moved to amend Part 1 of Article V of the Boyden Library Board of Trustees By-Laws as follows:

- Regular meetings shall be held at the Library on the first Tuesday of each month, except for July and August, at 7:00 pm. Regular attendance is expected. A Trustee shall give advance notice to the Chairperson if they cannot attend a meeting.

Fran Spillane seconded the motion. Pursuant to the By-Laws of the Board of Trustees, the discussion was tabled until the December 2013 meeting. No action taken.

Items for Next Meeting Agenda:

Board of Trustees By-Law Change

9:07 pm Ellen Pillsbury made a motion to adjourn; Fran Spillane seconded; all agreed 6-0.

Respectfully submitted,
Deborah J. Volpini