

Board of Library Trustees

Minutes of the January 14, 2019 Meeting

Approved: March 7, 2019

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:03 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the December 19, 2018 meeting as amended, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was received from the MA Board of Library Commissioners certifying the Town's participation in the state aid program and outlining when payments to the Town will be made.
 - b) An email was received from Town Clerk Florice Craig regarding the resignation of Bill Barker from the Board of Library Trustees.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, the Trust will meet on Jan 15. Planned discussion will include fundraising expenses, non profit mailing costs and establishing a timeline for the St. Hilare award. Also Lisa Spencer's time as chairperson will be ending in June so the Trust will be discussing the transition to a new chair.
 - b) Friends of the SPL - Peter Fuller, the Friends will meet on Jan 28. They are hoping to view the webinar on how to merge or foster better communication between the Friends organization and the Trust.
 - c) Strategic Planning Committee – Alyssa Richard, the committee needs to get back together, we will try to arrange a meeting in Feb. There are also questions about the new school expansion project, it might be beneficial to reengage Bruce Alexander to talk to the SPC.
- 5) **Old Business**
 - a) There are no updates from the Board of Selectmen on the MOA.
 - b) Both Mike Durkay and Alyssa Richard have contacted people who may be interested in joining the BoLT. Peter has also reached out to active library patrons. No additional election papers have been pulled.
 - c) The budget has been revised to reflect a 52.4 week fiscal year as per the instruction of the finance director and presented to the BoLT. A motion was made to "accept the FY2020 budget of \$1,023,820.00 to be submitted to the Town" the motion was seconded and approved unanimously.
 - d) Both self check RFID machines have been ordered and will arrive in 4-5 weeks. Set up should be minimal and they should be in operation soon.
 - e) The negotiations are still ongoing and the current contract does not address the salaried employee. The director is still waiting to hear a response regarding this from the Union / Town negotiator.
 - f) Overall numbers are positive. Circulation has been increasing continuously since last quarter and registrations are also up. There seems to also be increased use from existing users but those numbers are harder to pin point. Peter will continue to work with SAILS to get those numbers.

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On the negative side the building is still having issues. There were less Meadows programs in the first half of the year due in part to weather issues but the intent is to increase those moving forward. The RFID program is ahead of schedule. Overall the library is meeting most of the FY2019 objectives.

- g) There is a draft of new specifications for the website project that will be sent out to vendors. We are waiting on responses that are expected by the end of January. We need three quotes to come back on the revised information before a bid can be accepted.

6) New Business

- a) There is no new business at this time.

7) Policy Reviews

- a) Currently Policy #310 does not allow for any solicitation on library grounds except for signatures on petitions. There were no changes recommended to Policy #310 Soliciting on Library Property.
- b) There were no changes recommended to Policy #90 Appealing a Loss of Services.

8) Other Business

- a) None

9) Director's Report

- a) See Peter's Mid Year report above. Also mid year reviews with staff will be scheduled this month. Budget expenditures for the year are on target.

10) Public Comment & Questions – none

11) Other Trustees Questions, Concerns and Suggestions - none

12) Next Meeting

- a) Discussion of the FY2020 Action plan
- b) Discussion on MOA

13) Vote to Adjourn

At 7:01 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Tuesday February 12, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of December 19, 2018 meeting

Correspondence

Revised FY 2020 budget request

Library Director's Report

Board of Library Trustees

Minutes of the March 7, 2019 Meeting

Approved on May 1, 2019

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:03 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the January meeting as presented, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was received from the MA Board of Library Commissioners updating the position of the town on the state aid waitlist and containing information on legislative funding.
 - b) Three meeting requests we're received
 - i) A request from Cook Tax / Social Security Strategy group was denied.
 - ii) A request from the English Language Lerner's / Seekonk Public Schools group was approved.
 - iii) A request from the Girl Scouts of Southeastern New England was approved.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, the Trust is still working on bulk mailing. The discussion of merging the Trust and the Friends of the Library is continuing. They are working on a Mission Statement and timeline for the combined group. They are also reviewing the fundraising schedules and donor database to be sure that records are complete / correct.
 - b) Friends of the SPL - Peter Fuller, the Friends have viewed the webinar on merging the friends and the trust and what roll the Friends would play going forward.
 - c) Strategic Planning Committee – Alyssa Richard, the committee has been merged with the strategic planning committee for the length of that project. Some information gathered during strategic planning will also be for making decisions about the building project. There was discussion of whether we should bring plans / books to Town Meeting to maintain awareness. It would also be good to continue to be present to the BOS, CIC and Finance Committee.
- 5) **Old Business**
 - a) Five candidates submitted papers to run for positions on the BoLT. A list of candidates for all offices is available on the Town website.
 - b) The Mid year Action Plan update was submitted to the Board, there is no additional comment or discussion on the plan.
 - c) A vendor has been selected and is under contract to work on the new website. Five proposals were received.
 - d) Peter presented the FY2020 budget to the Finance Committee on Feb 13 there were few questions from the committee.
 - e) The strategic planning committee will begin to meet in March. There will be no formal charge from the BoLT for the committee but they will be asked to think about the Building Project as well as normal strategic planning activities.
- 6) **New Business**
 - a) The "Meet the Candidates" event is scheduled for March 30th from 9:30 – 11AM

Board of Library Trustees

Minutes of the March 7, 2019 Meeting

Approved on May 1, 2019

- b) The copier leases for the staff (May) and public (June) copy machines are almost up. There is money in the print revolving fund and the plan is get a new lease from the same company that will replace both at the same time. They will still be leased not purchased.
- c) Peter asked the board to consider approval of the Food for Fines program during National Library Week, April 7-13. A motion was made to "Approve food for fines week from April 7-13". The motion was seconded and approved unanimously.

7) Policy Reviews

- a) There were no changes recommended to Policy #70 – Policy on Unattended Children.
- b) There were no changes recommended to Policy #80 – Policy on Behavior in the Library.

8) Other Business

- a) There was recent concern expressed by members of the Town regarding the continued vandalism to the gazebo. The cameras that monitor the gazebo and parking lot are now active and are being monitored at the Public Safety complex. Signs have been ordered to notify the public that the area is under surveillance. There has been discussion about changing the grading around the gazebo so that railing would not be necessary as these are most commonly targeted for vandalism. Previously the DPW had to bolt down and epoxy the bolts of the picnic tables in the Meadows as they were being moved / stolen.

9) Director's Report

- a) In addition to the directors report submitted Peter informed the Board that all staff members were required to attend mandatory Sexual Harassment training along with all other Town employees.

10) Public Comment & Questions – none

11) Other Trustees Questions, Concerns and Suggestions - none

12) Next Meeting

- a) Discussion of the FY2020 Action plan
- b) Discussion on MOA

13) Vote to Adjourn

At 7:22 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday April 24, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the January 14,2019 meeting

Revised Minutes of December 19, 2018 meeting

Correspondence / Meeting requests

Information on Combining Trust / Friends groups

Policy 070 and 080

FY 2020 budget report

Library Director's Report

Board of Library Trustees
Minutes of the May 1, 2019 Meeting

Approved June 12, 2019

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Sharon Connors, and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Board Reorganization**
 - a) Nominations were accepted for all Board positions
 - i) Mike Durkay – Chair
 - ii) Sharon Connors – Vice Chair
 - iii) Alyssa Richard – Secretary
 - b) Members were appointed as liaisons to committees as follows:
 - i) Seekonk Library Trust – Ann Caldwell
 - ii) Library Steering Committee – Alyssa Richard
 - iii) Friends of the Seekonk Library – Kate Capello
 - iv) Seekonk Meadows Committee – Lynn Cristino
- 3) **Minutes**
 - a) A motion was made to accept the minutes of the March meeting as presented, the motion was seconded and unanimously passed.
- 4) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was received from the MA Board of Library Commissioners stating that the last part of the LIG/MEG funding had been distributed to the library.
 - b) Three meeting requests we’re received
 - i) A request from the Seekonk Flag Football League was approved.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – The trust met in April and discussed the donor calendar. The feeling is that the appeals are too close together which adds to the confusion between the Friends and the Trust. They also discussed a web page for secure donations which they would be interested in using as long as they could be sure it was secure. They are also still working on a bulk mailing permit.
 - b) Friends of the SPL – Peter Fuller, the Friends will be holding their Annual meeting on May 20th at 7PM. Peter also discussed with the Friends Board the removal of the BoLT liaison as a voting member of the board. The Friends will be electing a full slate of officers at the May 20th meeting. The Friends are also planning their book sale and raffle on May 18th.
 - c) Building Steering Committee – Alyssa Richard, the committee is continuing to meet as part of the Strategic Planning committee. The Committee’s next meeting is scheduled for May 7th.
- 6) **Old Business**
 - a) Building Project timeline – The question was raised “Do we need the full amount of funding from the Trust as proposed in the grant application to receive Town or State funding.” Peter stated that it is the intent to try to fundraise that amount it is not required for the rest of the funding to be secured. Peter has left messages with Keith Tavares to present out plan to the CIC. To move forward for May of 2020 we would need to gain the support of the BOS as well as ramp up the general campaign and Friends advocacy and being fundraising in earnest. The BoLT needs to take the leadership role and determine if we will seek funding in May of 2020 if so we will need to meet with the Town Administrator and BOS as well as a meeting with the finance committee. We will put together a “reminder” update presentation for Town meeting as well as update the FAQ sheet.

- b) The FY 2020 budget will be presented to Town meeting on May 13 also the CIC has included \$35,000 for the third phase of the RFID project in its request (Article 9).
- c) Collective bargaining continues was discussed by the BOS on May 1. The Sr librarian compensation will likely be included in this agreement. The personnel sub committee will discuss this and report back to the BoLT in June.
- d) The Assistant Director's contract will also be discussed by the personnel sub committee and presented to the Board in June.
- e) There were two copier proposals received for the public copier, three are required to award a contract, a third will be presented to the Board in June. Peter recommended that we accept the RICOH lease for the staff copier. A motion was made to "approve a 4 year lease with RICOH as presented for the staff copier." The motion was seconded and passed unanimously.

7) New Business

- a) Peter explained to the Board that the Friends donates every year to special or new programming. Things that are well received / successful are often moved into the regular operating budget. A motion was made "to request \$13,225 as detailed in the attached form from the Friends of the SPL". The motion was seconded and passed unanimously.
- b) The Library Trustees award will be presented to a graduation senior from SHS on May 29th. Cynthia has volunteered to present that award on behalf of the BoLT.
- c) Summer programming on the Meadows – there will be no formal summer kick off on the meadows this year, instead the staff has chosen to focus on running individual programs but will still be working with Parks & Recreation, Conservation Commission and other Town groups.
- d) The discussion of expenditures of LIG/MEG funds was tabled until the June meeting.
- e) Burbio is an online community calendar that we are looking at beginning to use on the SPL website. We would invite other community organizations to add their events and it could be organized in one place. The site is supported by ad revenue but they seem to be community friendly. The calendar is being used in East Providence and Barrington.'
- f) There is some continued concern regarding the way that staff hours are being used to support the Trust. The Board has some concerns in view of the new collective bargaining agreement and the use of public employees for non public purposes. The Board will communicate this concern to the Trust.
- g) Currently the Chairperson physically signs bills that need to be paid. Our bylaws state that the chair need to certify the bills for payment, Town bylaws state that the chair can certify but the department head can physically sign the bills. The Board has agreed that the Director can send a list to the Chairperson to certify then the library director can sign the individual bills.

8) Policy Reviews

- a) There were no changes recommended to Policy #30 – Policy on Decertified Libraries.
- b) There were no changes recommended to Policy #120 – Policy on Accepting Gifts.
- c) There were no changes recommended to Policy #340 – Policy on Naming and Recognition.

9) Other Business - None

9) Director's Report

- a) Circulation in the form of new registrations is up possibly from the new auto renewal on materials. Budgets are on target and the library may end FY19 slightly under budget.

10) Public Comment & Questions – none

11) Other Trustees Questions, Concerns and Suggestions

- a) For new member of the Board or any members who would like to attend there will be additional sessions of the Trustees Training institute in the fall. We should receive information about those sessions from the MBLC.

12) Next Meeting

- a) Discussion on MOA
- b) Discussion of the Building Timeline

13) Vote to Adjourn

At 8:06 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday June 12, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the March 7, 2019 meeting

Correspondence / Meeting requests

Building Project update from MBLC

FY 2020 budget report

Article 9 from Town Meeting Warrant

Staff copier proposed contract

Friends budget report and proposed requested funding for FY20

Invoice for new signage

Letter regarding SHS Trustees scholarship award

Policy 030, 120 and 340

Library Director's Report

Board of Library Trustees
Minutes of the June 12, 2019 Meeting

Approved July 17, 2019

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other Trustees attending were Kate Capello, Cynthia Corbett, Lynn Cristino, and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the May meeting as amended, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room request from TACTICS was approved.
 - b) A letter was submitted to the Friends of the Library for program funding for FY2019
- 4) **Executive Session**
 - a) A motion was made to enter into executive session. A roll call vote was taken all members answered “aye”
 - b) A motion was made to return to open session. A roll call vote was taken all members answered “aye”
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – No update at this time.
 - b) Friends of the SPL – Kate Capello – The friends met and discussed membership for the coming year. They are trying to refocus on the benefits of membership to increase active members beyond just the members who volunteer at the book sale. Possible benefits discussed by the BoLT included preference for programs, possible “first choice” on new releases. They are not meeting until September maybe the group can look at other Friends organizations and find an example of a group with a good advocacy core.
 - c) Trustees Award – Cynthia Corbett – The award was presented to Samantha Silveira at the senior night at the High school. The library would like permission to use part of her essay in marketing materials, we will reach out through the High School guidance department.
 - d) Strategic Planning Committee – Peter Fuller – At the last meeting there was a discussion of guiding principles and how to move those into goal statements. The committee is meeting on June 24th to write those goal statements.
 - e) Report on Town Meeting – Peter Fuller – The budget and the article for additional funding for the retroactive compensation passed. The article for the continuation of the RFID project also passed.
- 6) **Old Business**
 - a) There MOU was signed by Mike Durkay and sent back to Town Hall on June 12 to be signed by the BOS.
 - b) Peter will relay to the Trust that we are highly likely to be moving forward with the building project funding request for May 2020. He will get in touch with Lauren from MBLC about how to move forward and remain in compliance with the grant requirements if the Town moves ahead before State funding is available. Also we will likely need to reach out to marketing firms on how to best move ahead.
 - c) There was a discussion on protocols for responding to unfavorable media outside of a full board response. It was agreed that if a factual issue arises and a member of the board wishes to respond they should contact Mike and Peter first.
 - d) The discussion of the Assistant Library Director’s contract was tabled until July.

- e) Peter recommends the Cannon Solutions of America contract for the copier in the public area. A motion was made to “enter into a 5 year lease with Cannon Solutions of America for the public use copier, printer and scanner” the motion was seconded and passed unanimously.

7) New Business

- a) A motion was made that “the Board of Library Trustees approve of fees and fines during fiscal year 2020 as presented in the attached schedule” the motion was seconded and passed unanimously.
- b) A motion was made that “the Board of Library Trustees approve the loan periods and other terms for borrowing library materials during fiscal year 2020 as presented in the attached schedule” the motion was seconded and passed unanimously.
- c) A motion was made that “the Board of Library Trustees authorize the library staff to dispose of any surplus library property during fiscal year 2020 according to the library’s *Disposal of Surplus Property Policy* and procedures established by the library director” the motion was seconded and passed unanimously.
- d) A motion was made “not to appoint members to the Seekonk Meadows Management Committee until such a time that the Board determines that the committee needs to resume it’s duties as described in the Town Bylaws” the motion was seconded and passed unanimously.
- e) A motion was made “to appoint Amy Greil as a Librarian II effective July 11, 2019” the motion was seconded and passed unanimously.
- f) A motion was made “that the Board of Library Trustees, as the body responsible for the administration of the library building and adjoining grounds under MGL c78 s11, exercise its exemption from the permitting process for the installation of temporary signs as provided for in the Zoning By-laws of the Town of Seekonk, Section 8.8.3.2., and exercise its discretionary authority to grant permission for the placement of temporary signs on the property under its administrative control when those signs comply with the policies and rules of the Seekonk Public Library and otherwise conform to the provisions of Section 8.8.8 of the Zoning By-laws.” the motion was seconded and passed unanimously.
- g) There was a discussion of the need for an animal waste station and signage to be placed on the Meadows. Peter will ask the Trust on behalf of the BoLT to fund the signage necessary
- h) The Sharon St. Hilaire Public Service Award is given annually by the Trust, nominations are currently being accepted
- i) The director’s self-evaluation will be sent to the Board soon. The BoLT’s evaluations will be compiled and discussed at the July meeting.

8) Policy Reviews - None

9) Other Business - None

10) Director’s Report

- a) The survey is completed and the raw data has been presented to the BoLT. There was not a lot of new information gained but there were some interesting trends in the “Non-user” data. A better analysis will be forthcoming.

11) Public Comment & Questions – none

12) Other Trustees Questions, Concerns and Suggestions - None

13) Next Meeting

- a) Discussion of the Building Timeline
- b) Discussion of the Assistant Director’s contract
- c) Discussion of the Library Director’s evaluation

14) Vote to Adjourn

At 8:03 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday July 17, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the May 1, 2019 meeting

Meeting requests

Letter to the Friends

Possible Building Project Timeline

SHS Essay from Samantha Silveira

Motions to be considered under New Business for the June 12 meeting

Circulation Policy / Borrowing Rules and Loan Periods / Schedule of Fines and Fees

Library Director's Report

Board of Library Trustees
Minutes of the July 17, 2019 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the June meeting as amended, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room request for the use of the Gazebo at the Meadows was approved.
- 4) **Executive Session**
 - a) A motion was made to enter into executive session. A roll call vote was taken all members answered “aye”
 - b) A motion was made to return to open session. A roll call vote was taken all members answered “aye”
- 5) **Monthly Committee Reports**
 - a) None
- 6) **Old Business**
 - a) A motion was made to “accept the Associate Director’s contract as modified” the motion was seconded and approved unanimously.
 - b) The Board discussed the timeline for the Library Building Project. Peter presented the board with a highly tentative timeline for moving the Building Project forward based on a vote in Spring of 2020.
 - c) The Director’s performance reviews have been collated and have been given to Peter for his review. Additional discussion will be taken up in Sept.
 - d) The Seekonk Library Trust currently has three vacancies. A motion was made to “appoint Susan Lagella as a Trustee of the Seekonk Library Trust”. The motion was seconded and approved unanimously. This appointment leave vacancies for a 1 yr term and a 5 yr term. Suggestions / nominations from the Board are welcomed.
- 7) **New Business**
 - a) The draft Strategic Plan was presented to the BoLT. The strategic plan will be used to create and Action Plan that will be put into place in Sept or October of 2019.
 - b) A request was made for additional funding for the new Library tote bags the new logo is in three colors which has increased the expected cost of printing the tote bags. A motion was made to “appropriate from LIG/MEG funding an additional \$200 for printing of tote bags”. The motion was seconded and was approved unanimously.
- 8) **Policy Reviews - None**
 - a) There were no changes recommended for the Patron Records policy.
- 9) **Other Business - None**
- 10) **Director’s Report**
 - a) Peter presented the Board with a tentative meeting and policy review schedule for FY 2020. The director’s report was submitted to the Board but includes information on increased patron registration, program attendance and circulation. The Children’s Librarian position is still open and a Customer Service Associate position will be open in August.
- 11) **Public Comment & Questions – none**

Approved 9/18/19

12) Other Trustees Questions, Concerns and Suggestions - None

13) Next Meeting

- a) Discussion of the Building Project
- b) Discussion of the Library Director's evaluation

14) Vote to Adjourn

At 7:09 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday Sept 18, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the June 12, 2019 meeting

Meadows use request

Waiting list for MA Public Library Construction Grants

Possible Building Project Timeline

Draft Strategic Plan

Policy 040 Patron Records

Library Director's Report

Board of Library Trustees
Minutes of the Sept 18, 2019 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett Lynn Cristino, and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Director were also present.
- 2) **Presentation from Tappé Architects**
 - a) Jeff Hoover from Tappé Architects presented a proposal for additional services in anticipation of May 2020 town meeting. There was additional discussion and concerns presents. Kate Hibbert mentioned that some patrons were concerned that the new design didn't fit with the Seekonk Community. Jeff stated that the project was still very much in a draft form. There is plans for additional community meetings / comments that can address those concerns and there are modifications that can be made to the aesthetics of the building to address those concerns. Mike asked if there was a list of general talking points that can be used to convince people of the necessity of the new building. Jeff said that there are bullet points that they have used in the past that they will provide to us, and that it would be important for all of us to be sending the same message. Anne Miller, from the Seekonk Library Trust, asked if it would be possible to make a video in addition to the still renderings, or other more interactive deliverables. Jeff said that Tappé could incorporate some of those into the proposal. Anne Miller also asked if Tappé would be present at Town meeting in May, Jeff stated that they would be. Mike mentioned that there is also a need to address the issue of mixed constituencies within the Town.
- 3) **Minutes**
 - a) A motion was made to accept the minutes of the July meeting as presented, the motion was seconded and unanimously passed.
- 4) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room request for the use of the Meeting Room by the Little Rhody Railroad Association was approved.
 - b) A complaint was reviewed, Mike will continue to follow up with the patron.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – There was a meeting held on 9/17/19 where new members were welcomed to the Trust. The financial report for the trust is positive, they Trust is working on transitioning from a transactional organization to a philanthropic organization.
 - i) A motion was made “to appoint Linda Karewa to a five year term on the Seekonk Library Trust” the motion was seconded and approved unanimously.
 - ii) A motion was made “to appoint Rob DeBlois to a 1 year term on the Seekonk Library Trust to end in June of 2020” the motion was seconded and approved unanimously.
- 6) **Old Business**
 - a) Mike has reached out to Mr. Andrade of the Board of Selectmen to notify them of our intent to move forward with a funding request in May of 2020.
 - b) The Joint meeting of the Boards will be held on October 1, the Trust would like to discuss when / how we'd announce to the public, and how much money and a timeline that we would expect them to commit to raising. Peter suggested reviewing the tentative timeline with all the groups and reviewing the role of each group. Mike will put together an agenda and send it to the BoLT for review.
 - c) Report on personnel actions
 - i) The Associate Director's contract has been approved by Town Hall.

Approved 10/16/19

- ii) Sandra Gauthier has been hired as the new Children’s Librarian. A motion was made “to appoint Sandra Gauthier to the position of Librarian I as the new Children’s Librarian as of October 7, 2019” the motion was seconded and unanimously approved.
- iii) The customer service was filled by Bernadette Vaughan, there is still an opening for a page position.
- d) The discussion of the Library Director’s salary will be tabled until October with a recommendation from the personnel subcommittee.
- e) A motion was made “to accept the revised Action Plan for 2020 as presented” the motion was seconded and was passed unanimously
- f) Further discussion of the strategic plan will be tabled until the Town vote on funding of the new building.
- g) Revisions were presented to the Trustees Planning Calendar.

7) New Business

- a) Peter will indicate to Tappé that we would like a formal proposal to vote on in October.
- b) The Town capital budget currently has the majority of the building cost assigned to FY 2022. With the plan to move forward with the funding request in May of 2020 a motion was made “to request the capital expenditures projected for FY2021 and FY2022 into a request for \$15,844,870.00 for FY 2021.” The motion was seconded and passed unanimously.
- c) The FY2019 Annual Report was presented to the BoLT for review. The Annual Report was approved for submission as edited.
- d) A request was made for new tables and chairs for the meeting room. Details are presented in exhibit 7d. A motion was made “to expend from LIG/MEG funds not to exceed \$13,500.00 for furniture and equipment” the motion was seconded and passed unanimously.
- e) The library staff would like to collect canned good to benefit the Doorways food pantry the week of Nov 4-9. A motion was made “to allow food for fines during the week of Nov 4-9” the motion was seconded and passed unanimously.
- f) The new logo bags are printed a motion was made “to allow the selling of library logo bags for \$2.50 each and to deposit the receipts into the public printing revolving fund” the motion was seconded and passed unanimously.

8) Policy Reviews - None

- a) There were no changes recommended for the Homebound Delivery policy.
- b) There were no changes recommended for the Collections Development policy.

9) Other Business – None

10) Public Comment & Questions – none

11) Director’s Report

- a) The Library director’s report discussed the First Amendment Auditors that have been visiting municipal buildings in our area. Signs have been posted limit access to certain areas without assistance / an escort from the librarian in charge. Reports to the MBLC have been submitted. Food collection bins are to benefit the Doorways food pantry patrons are discouraged from taking food from those bins. The new website is nearly complete and will launch soon. New security gates are in and staff is still working out residual issues. There have been some issues with the new copier with the payment receiver. Canon is aware of the issues and is working to resolve them. Other details can be found in the director’s report.

12) Other Trustees Questions, Concerns and Suggestions - None

13) Next Meeting

- a) Discussion of the Building Project
- b) Discussion of the Library Director’s evaluation

Approved 10/16/19

14) Vote to Adjourn

At 7:59 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday October 16, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the July 17, 2019 meeting

Proposal from Tappé Architects

Meeting Room request

Patron Complaint

Agenda Changes

Report on the August 29 meeting with the MBLC

Town Capital Improvement Plan

RFI for the Building Campaign Consultant

Revised 2020 Action Plan

Annual Report for FY2019

Furniture and Equipment request

Library Director's Report

Board of Library Trustees
Minutes of the October 16, 2019 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Alyssa Richard. Kate Hibbert, Assistant Library Director was also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the September meeting as edited, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room inquiry was made from the Southeast Recovery Learning Center, Kate responded to their email and asked them to fill out a meeting room use form and provide the committee with specific dates and times requested.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – The trust met and spoke about ways to engage the community.
- 5) **Old Business**
 - a) Mike has followed up with the heads of other library committees in response to the Oct 1 meeting and to review tasks ahead of the next meeting. The Board discussed how we need to engage those who have supported school projects in the past and encourage the thought that the library supports lifelong learning and that the building project is an example of benefit to the whole community.
 - b) The Board reviewed the proposal from Tappé architects and agreed that we would like to engage them but there was discussion of funding and how the current RFI would impact that proposal. A motion was made " To notify Tappé of our intention to accept the proposal pending the appointment of a capital campaign manager and identification of a funding source." The motion was seconded and passed unanimously
 - c) A few responses have been received from the RFI from the Trust. The closing date for responses is October 31.
 - d) The merit increase for the Library Director was discussed under the guidance of the personnel subcommittee. A motion was made to “make an increase of 2% to the Library Director’s salary for FY2020 retroactive to July 1, 2019 based on an annual review”. The motion was seconded and passed unanimously.
- 6) **New Business**
 - a) There was a discussion of Fall Town Meeting which is to take place on Mon November 18, 2019. There are no specific articles on the warrant that impact library operations but Mike will give a report summarizing the building project to this point and indicating our plan to move forward with funding in 2020.
 - b) Kate Hibbert asked that the board consider a proposal for funding a staff holiday party. A motion was made to “approve funds from LIG/MEG grants not to exceed \$600 to be used for a staff holiday party”. The motion was seconded and passed unanimously.
- 7) **Policy Reviews - None**
 - a) The discussion of the Internet Use and Safety Policy was tabled until the November meeting
- 8) **Other Business – None**
- 10) **Public Comment & Questions – none**
- 11) **Director’s Report**

Approved 11/20/19

- a) The Library Director's report highlighted the fact that there is still a page position open. SPL is second for circulation in the SAILS network. Canon was unable to resolve our public copier issues for the contract has been voided. A meeting has been scheduled with Konica/Minolta who seems to be able to meet the needs of the library in a public use copier. The Library was well represented by Sharon Clarke at the Aitken School Pumpkin Somethin'. The RFID gates are up and working but staff is still working out some minor issues. There was an incident this month where police were called to respond to a citizen who was impaired on the grounds of the library.

12) Other Trustees Questions, Concerns and Suggestions

- a) Cynthia repeated Martha Manno's recommendation of the book Palaces for the People.

13) Next Meeting

- a) Discussion of the Building Project

14) Vote to Adjourn

At 6:56 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday November 20, 2019 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the Sept 18, 2019 meeting

Meeting Room request

Proposal from Tappé Architects

Library Director's Report

Board of Library Trustees

Minutes of the November 20, 2019 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Lynn Cristino and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the October meeting as written, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) No mail was received
- 4) **Monthly Committee Reports**
 - a) Discussion of Joint Meeting and Steering Committee – Mike Durkay – See Old Business a
 - b) Seekonk Library Trust – Peter Fuller – The Trust met on Nov 12, the annual appeal will be sent out soon. The Trust will pay for database software. There was some discussion about the RFI for a consultant. There was one response received initially so the deadline was extended. Peter has also reached out to some larger firms and to Libby Post a communication advocate. The trust is concerned about cost.
 - c) Friends – Kate Capello – The Friends is looking at other fundraising opportunities and looking toward raising awareness in the spring. There will be no vendor fair this year but they will have a lobby book sale and will be bringing in coffee and donuts. They will also be handing out decals and are working on a restaurant fundraiser with Not Your Average Joe’s.
 - d) Steering Committee – Alyssa Richard – See Old Business a
 - e) Fall Town Meeting – no impact to library operations. There was a discussion of other upcoming Town capital projects.
- 5) **Old Business**
 - a) There was a discussion of the previous meeting and it was agreed that we need to define clear tasks for each group moving forward. The Board has agreed on a goal of bringing the project in front of the May 2020 town meeting.
 - i) The Library Trust should:
 - (1) Work to hire a consultant, Libby Post or other to help define our message
 - (2) Commit to a set dollar amount for the building campaign
 - (3) Pay for a portion of the consultant
 - ii) The Friends should:
 - (1) Commit to getting 300 Library supporters to Town Meeting
 - (2) Pay for a portion of the consultant
 - iii) The Board of Library Trustees should:
 - (1) Continue conversations with the BOS and School Board
 - (2) Get a better understanding of the town’s new Building Stabilization fund
 - (3) Pay for a portion of the consultant

For the joint meeting on December 4th Mike will outline the tasks required of each group in order to meet a May deadline. Peter will try to speak with Libby Post again before the meeting on the 4th. The BoLT will meet at 6 on the 4th with the joint meeting occurring at 6:30.
 - b) The Board reviewed the proposal from Tappé architects a motion was made “to accept the proposal from Tappé architects for additional design work and support not to exceed \$45,000 from LIG/MEG funds” The motion was seconded and passed unanimously.

Approved 12/18/19

6) New Business

- a) There was a discussion of the preliminary FY2021 Budget. There are no new programming needs but some considerations include the Library Director's contract which expires in June. If the contract is not renewed there is will be a payout due that will have to come from a reserve fund transfer. There is still a need to compile some additional staff data. A draft budget will be submitted to the Board for review ahead of the Dec meeting.

7) Policy Reviews

- a) Policy #220 Social Networking Policy – no changes recommended, some minor edits made.
- b) Policy #230 Web Links Policy – no changes recommended

8) Other Business – None

10) Public Comment & Questions – none

11) Director's Report

- a) The Library Director's report discussed the new copier has been installed but needs a firmware upgrade. The state aid will be coming in soon, the required information needed to be resent to the State but we should be recertified in Dec and expect funding to come in in Jan or Feb. RFID gates are working well. Other information is in the full director's report.

12) Other Trustees Questions, Concerns and Suggestions - none

13) Next Meeting

- a) Discussion of the Building Project
- b) FY2021 Budget review

14) Vote to Adjourn

At 7:37 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday December 18, 2019 at 6:00 PM

List of Documents:

Meeting Agenda
Draft Minutes of the Oct 16, 2019 meeting
Town of Seekonk FY2021 Budget request
Policy #220 Social Networking Policy
Policy #230 Web Links Policy
Library Director's Report

Board of Library Trustees

Minutes of the December 18, 2019 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:30 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Cynthia Corbett, Lynn Cristino and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the November meeting as amended, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A note was received from the Staff thanking the Board for providing funds for the holiday party.
- 4) **Monthly Committee Reports**
 - a) Discussion of Joint Meeting and Steering Committee – Mike Durkay – The joint meeting on December 4 was well attended. The priority is to set a timetable for the hiring of a consultant. The decision has been delayed until January 2020. The Board discussed the overall cost of a consultant and also the options for a full service firm which is likely too expensive. The other option is a “menu” like process where we pay for only the services we select. The joint committees will also meet via teleconference with EveryLibrary in January. Anne Miller from the Seekonk Library Trust addressed the Board stating that five proposals were received two have library experience and will be interviewed. One firm is retainer based the other is more menu based. We need to confirm a budget between the three groups.
 - b) Seekonk Library Trust – Peter Fuller / Anne Miller– The Trust has accepted the suggested division of paying for 50% of the consultant cost with an upper limit of approximately \$40,000. The annual campaign has been sent out and returns are already coming in.
 - c) Friends – Peter Fuller – There was no meeting in December.
 - d) Steering Committee – Alyssa Richard – Members of the committee were present at the HMS holiday craft fair on December 7, 2020. There was some interest in the project and some contact information was collected.
- 5) **Old Business**
 - a) The 2021 Action Plan was presented to the Board. It is a broad outline that supports the budget request. Additional planning will depend on the outcome of Town meeting and the decision to move forward on the building project.
 - b) The Board reviewed the proposal for the 2021 Budget. It is a level services budget request. A motion was made “to accept the budget request of \$1,069,858.00 to be submitted to the Town.” The motion was seconded and passed unanimously.
 - c) There was a discussion of the Library Director’s contract. A request was made to extend the contract for 6 months until December 31, 2020. The board will consider the request and continue discussion in January.
- 6) **New Business**
 - a) The Director has requested that the Library be closed on Friday July 3 and Saturday July 4 2020 due to the holiday falling on the Saturday. A motion was made “to close the library on July 3 and 4, 2020. The motion was seconded and passed unanimously.
 - b) The Board was asked to consider continuing the Food for Fines program during Library week in April of 2020. A motion was made “to allow food for fines during National Library week April 19 – 25, 2020.” The motion was seconded and approved unanimously.

Approved 1/22/20

- c) A request was made for funding for a volunteer appreciation event to be held during National Library Week in April of 2020. A motion was made “to expend an amount not to exceed \$600 from LIG/MEG funds for a volunteer appreciation event in April 2020.” The motion was seconded and passed unanimously.

7) Policy Reviews - None

8) Other Business

- a) A request was made to delay the opening of the Library until noon on Friday Jan 31, 2020 for the purposes of staff meeting and training. A motion was made “to authorize the closing of the Library for the morning of January 31, 2020 for a staff meeting.” The motion was seconded and passed unanimously.

9) Public Comment & Questions – none

10) Director’s Report

- a) The Library Director’s report was submitted for the Board’s review.

11) Other Trustees Questions, Concerns and Suggestions

- a) A question was asked about picking up information packets for the Trustees. Peter responded that packets are available in the holds area or Trustees can find Peter or Kate for those packets.

12) Next Meeting

- a) Discussion of the Building Project
- b) FY2021 Budget review
- c) Discussion of the Directors contract

13) Vote to Adjourn

At 7:47 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday January 22, 2020 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the Nov 20, 2019 meeting

Seekonk Public Library Action Plan 2021

Town of Seekonk FY2021 Budget request

Memo from the Library Director concerning his contract request.

Library Director’s Report