

CALL TO ORDER -- Mike Durkay called the meeting to order at 6:05. Other trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino, Alyssa Richard, and. Library Director Peter Fuller and Associate Director Kate Hibbert also attended. Cheryl Faria arrived at 6:50

MINUTES – The chair asked if everyone had reviewed the minutes of the meeting held on December 21, 2016, and then asked for a motion to approve the minutes. Ann Caldwell so moved and Sharon Connors seconded. The trustees did not suggest any additions or corrections. The trustees then voted 4 to 0 to approve the minutes. Alyssa Richard abstained.

MAIL & OTHER COMMUNICATIONS – The Trustees received a request from Hamilton House Adult Learning Center in Providence to the use the large meeting room. Peter said that it was a non-profit group and appeared to meet all of the criteria needed to receive permission to use the room. This will be an informational meeting and not an educational program per se. Anne Caldwell who is familiar with the organization said that people had to become members to participate in the classes offered at Hamilton House. Peter said that soliciting memberships would be contrary to library policy, and that he would make that clear to the representatives from Hamilton House before booking the room. The consensus was the group could use the room if it agreed not to solicit memberships while at the library.

The Board received a copy of letter to Peter from George M. Prescott, Esq., the executor of the estate of Jodee Van Hine, informing him that the Ms. Van Hine bequeathed \$88,009 from her estate to the Seekonk Library Trust.

## REPORTS

Meadows Management Committee – No report.

Facilities Study Committee – Alyssa Richard did not attend the last meeting, so Peter gave a brief report on the committee's activities. Mike Durkay asked about the function of the committee moving forward. Peter said that the committee completed its primary mission when the library submitted the construction grant. The authorization by the Town Meeting in November to accept the building design and to apply for the grant was vague about the committee's on-going role. Alyssa added that Town Meeting gave the committee a broad mandate in 2013 that could be interpreted as authorizing the committee through the construction process.

Friends of the Library – Peter reported that the Friends did well with the sale the Saturday after

Thanksgiving. He also said that Lora Pielka would be stepping down as President of the Friends of the Library.

Seekonk Library Trust – Peter reported that the Library Trust had met prior to the Board of Library Trustees meeting. The trustees of the Library Trust had met with Ed Sylvia, the CPA who prepared the financial management review. The New Century Fund had raised about \$7,000 to date.

#### OLD BUSINESS

Meeting room use by Memorial Baptist Church – Peter reported that Mr. Cadime had authorized Town Counsel to discuss with him the issue of religious groups using the library's meeting room. He said that counsel's preliminary assessment was that the library could not ban religious groups from using the meeting room. Peter said the restrictions on meeting room use were largely limited to questions of time, place and manner of expression. Peter said that the Town Counsel would be drafting a more detailed written opinion based on any relevant case law that they could find.

FY 2018 Budget Request – Peter distributed copies of the budget package that we submitted to the Town Administrator. He said that he had a meeting with Mr. Cadime on Thursday to discuss the budget.

Construction grant application – Peter reported that the construction grant would be due on Thursday, January 26. Kate had offered to drive it up to Boston and deliver it to the MBLC.

Performance Evaluation of Library Director– The trustees postponed the discussion until the next meeting.

#### NEW BUSINESS

Hazardous Materials Report – Peter reported that UEC, an environmental engineering firm examined the building in December to see if any hazardous materials were present. The MBLC requires this as part of the construction grant application. Peter did not anticipate any problems, but the consultants did find some debris on top of the ceiling tiles that contained asbestos. He thinks that the debris dropped down when the roof was replaced. Peter said that he had referred the report to Dave Cabral who is the Town Engineer. Dave will contact UEC and try to get a better determination of the nature of the risk. The estimated cost for remediation is about \$13,000. Peter said that the library would probably have to close a couple of days if the remediation work is done.

Library computer server – Peter reported that during the last trustees meeting the discussion about the purchase of new computer server for the library had ended without the trustees taking a vote to approve the purchase. He said that the Board of Library Trustees Bylaws specifies that the director receive the permission of the Board to expend more than \$500 on capital items. The Trustees discuss

the need to review the Bylaw, and the consensus was that this should wait until after the April election.

UNANTICIPATED BUSINESS – Cheryl Faria announced that she would not be running for re-election.

Cheryl said that she has taken on several new responsibilities and she did not think that she could devote a proper amount of time to being a library trustee. Mike Durkay thanked Cheryl for her many years of service. He noted that the Seekonk Meadows would not exist if it had not been for her leadership.

#### LIBRARY POLICY REVIEWS

Meeting Room Policy – The trustees postponed this discussion until they receive more information from Town Counsel.

DIRECTORS REPORT – There was no written report. Peter did tell the trustees that he and Kate were concerned about declining circulation. He also said that library expenditures were on target. Peter reported that he had prepared new job descriptions for two new positions and that he had scheduled a meeting to discuss these with Shawn Flood from Mass-AFTA and Ben Phinney is chairperson of the Library Staff Association.

#### TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS

NEXT MEETING & ADJOURN— The trustees agreed to meet on Wednesday, February 15. The chairperson asked for a motion to adjourn. Ann Caldwell so moved and several trustees simultaneously seconded. The trustees adjourned their meeting at 7:15.

#### DOCUMENTS DISTRIBUTED AT THIS MEETING

- 1) Minutes of the December 21 Meeting
- 2) Letter from George M. Prescott, Esq regarding a bequest to the Seekonk Library Trust
- 3) Budget package submitted to the Town Administrator
- 4) Copy of the current policy on using the library meeting rooms.

CALL TO ORDER -- Vice chairperson Sharon Connors called the meeting to order at 6:05 PM. Other trustees attending were Ann Caldwell, Lynn Cristino, and Cheryl Faria. Kathy Lussier and Alyssa Richard arrived late and were recognized as present. Library Director Peter Fuller and Associate Director Kate Hibbert also attended.

MINUTES – The chair asked if everyone had reviewed the minutes of the meeting held on January 24, 2016 and then asked for a motion to approve the minutes. Ann Caldwell so moved and Lynn Cristino seconded. The trustees did not suggest any additions or corrections. The trustees then voted 4 to 0 to approve the minutes.

MAIL & OTHER COMMUNICATIONS – The trustees received an announcement from the MBLC about a new listserv for library trustees. The listserv is designed to keep library trustees informed about events at the state-level, and to provide opportunities to communicate and collaborate with other trustees at the local level.

The second communication was a request to consider membership in the Massachusetts Library Trustees Association (MLTA). Peter suggest that the trustees consider a Board membership for \$100 a year if they were not interested in individual memberships.. Lynn Cristino moved that the trustees sign-up for a Board level membership in the MLTA for \$100, and Anne Caldwell seconded. There was no additional discussion and the trustees voted 6-0 to approve the motion.

## REPORTS

Meadows Management Committee –Cheryl Faria reported that the planning for the 6<sup>th</sup> Annual Meadows Summer Event is underway. The event will be held on June 10<sup>th</sup>. She also reported that the permanent sign with all of the donor’s names will be installed in the near future.

Cheryl brought up for discussion a request from Richard Marshall to have the RI Youth Wind Ensemble and the East Bay Symphonic Youth Ensemble to hold a joint concert on the Seekonk Meadows on June 30. Peter reported that Mr. Marshall had approached the library sponsoring this concert, but that he had declined. The group had performed last year and there problems with parking that cause complaints from neighbors about illegal parking on the side streets and complaints from library users who could not get into the library. Peter felt that a group of 150 performers was too large for this venue. During the discussion, it was noted that Mr. Marshall had requested to use the Meadows after the library was closed, and that he indicate a willingness to pay for a police detail. Peter suggested that the board authorize keeping the lobby open that evening so people could access the restroom. Cheryl Faria moved that the group be allowed to use the Meadows on the condition that they arrange for and pay a police traffic detail to be on duty that evening. Kathy Lussier seconded. The Board the voted 6-0 to approve the request. Peter said that he would draft a reply to Mr. Marshall and send it to Cheryl for her approval.

Facilities Study Committee – Alyssa Richard reported that the library construction grant had been submitted to the MBLC. She said that the committee plans to meet monthly to keep-up the project’s

momentum.

Friends of the Library – Peter reported that the Friends did well with the special book sale last Friday, but he did not know the exact amount raised.

Seekonk Library Trust –The trust has not met so there was no report.

#### OLD BUSINESS

Meeting room use by Memorial Baptist Church – Peter reported that he had an exchange of emails with Jillian Jagling, Esq. from Pannone, Lopes Devereaux & West, the town’s legal counsel. Peter said that he is waiting to receive a draft of their opinion that will reference and relevant case law in this area.

FY 2018 Budget Request – Peter reported that he met with the Town Administrator and Finance Director to discuss the FY 2018 budget request. They did not have any concerns about the budget. His impression was that Mr. Cadime will include the entire amount of the library ‘s requests in his budget recommendation.

Follow-up on the Hazardous Materials Report – Peter reported that he had not heard back from Dave Cabral yet about the asbestos issue. He said that Mr. Cadime is aware of the problem and that the remediation is estimated to cost about \$14,000.

Performance Evaluation of Library Director– The trustees postponed the discussion until the next meeting.

#### NEW BUSINESS

Special Town Meeting – Peter reminded the trustees that there was a Special Town Meeting on February 27. The principal item of business was to consider changes in the Town’s By-laws. Peter distributed copies of the two by-laws that pertain to the library. These authorize the Smart Memorial (Library ) Trust, and the Seekonk Meadows Committee. Cheryl Faria pointed out that the Trustees had discussed reducing the size of the Meadows Committee. Sharon Connors noted that the language “may appoint a committee” means that the Board is not required to appoint a committee.

UNANTICIPATED BUSINESS – None

#### LIBRARY POLICY REVIEWS

Meeting Room Policy—The consensus was that the trustees should postpone a discussion of policy specifics until they have received more information from Town Counsel. Peter distributed a copy of the Somerville Public Library’s Meeting Room Policy, which he thought was a particularly good one. He had highlighted several paragraphs in the policy that he felt were superior to this library’s current policy. A brief discussion followed, and a general consensus developed that a revised Seekonk Meeting Room Policy should include stronger statements on (1) the purpose of the meeting room policy, (2) conditions for rejecting requests, (3) limiting commercial activity, (4) the security and safety obligations of the users, and (5) providing indemnification and insurance coverage.,

Behavior Policy -- The library staff did not recommend any changes. Peter reported that the staff was in the process of reviewing the procedures attending this policy. He said that some of the practices

needed to be updated, and that the staff will be re-trained after those changes have been made.

DIRECTORS REPORT – The meeting packet included a brief written report. Peter highlighted the follow item:

- Circulation continues to decline.
- The library received a good response to the MBLC’s Library Love Letters campaign
- The library is making an effort to boost its presence on social media

TRUSTEES’ COMMENTS, CONCERNS & SUGGESTIONS -- None

NEXT MEETING & ADJOURN— The trustees agreed to meet on Wednesday, March 15. The chairperson asked for a motion to adjourn. Ann Caldwell so moved and several trustees simultaneously seconded. The trustees adjourned their meeting at 7:00 PM.

#### DOCUMENTS DISTRIBUTED AT THIS MEETING

A draft of the minutes of the January 24 meeting.

Copy of the Town By-laws pertaining to the Smart Memorial Trust and Seekonk Meadows Committee.

Copy of the Board of Library Trustee By-laws

Copy of the Somerville Public Library Meeting Room Policy

Copy of the Seekonk Public Library’s Policy on Behavior in the Library

Copy of the Library section (pages 52 -60) in the town’s Capital Improvement Plan for 2018

## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

Approved on: April 19, 2017

CALL TO ORDER – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other trustees attending were Sharon Connors, Ann Caldwell, Lynn Cristino, Cheryl Faria, Kathy Lussier, and Alyssa Richard. Library Director Peter Fuller and Associate Director Kate Hibbert also attended.

MINUTES – The chair asked if everyone had reviewed the minutes of the meeting held on February 14 2016. A trustee noted that the minutes were mislabeled as being from the January meeting. With that correction noted, the chair asked for a motion to approve the minutes. Cheryl Faria so moved and Ann Caldwell seconded. The trustees did not suggest any additional changes. They then voted 5 to 0 to approve the minutes, with Mike Durkay abstaining.

The Trustees received a request to use the meeting room from Ed Mendenhall to hold an initial meeting of an Entrepreneurs club. The purpose of the club is provide people with opportunities to discuss ideas for new businesses and ways to get started. The group organized through Meetup Online.com, which is a site for various hobby and interest groups. Peter recommended that the trustees approve the application, and the trustees unanimously approved in a voice vote.

The trustees also received an application from Mulcahey Occupational Therapy, LLC to use the meeting room for a series of presentations on Sensory Processing Disorder. Peter said the library received the application that day at 4 PM and that he did not have an opportunity to discuss the request with the applicant. He recommended that the Trustees defer action until the next meeting because this was a business and he was not sure that the applicant was aware of all the restrictions placed on business users. The trustees agreed to delay taking action.

#### REPORTS

Library Facilities Study Committee & Building Project – Alyssa Richard reported that the Committee would continue to meet and support the project as it moves forward. Their primary focus will be to keep the public aware of the project. Committee members are also hopeful that they can assist with the library public relations campaign and fundraising. Peter reported that he has not received any requests from the MBLC for additional information, so he assumes that the grant application was complete as submitted. He also reported that a consulting architect for the MBLC had visited the library. He want to examine the existing building and site, and the Pleasant Street School, the alternative side considered by the committee. Peter said one or two members of the grant review committee would visit the library in the coming weeks. The MBLC will announce the grant awards in July.

## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

Approved on: April 19, 2017

Seekonk Library Trust – Peter reported that the trustees postponed their last meeting. The trustees had hoped to meet with Deborah Barchi, the Director of the Barrington Public Library to discuss fundraising. He also reported that the Library Trust and the library were in the process of implementing the recommendations contained in the Operational Review Report that the trustees had commissioned from Ed Sylvia, CPA. Peter pointed out a potential problem with having public employees performing an extensive amount of work for independent agencies while on the job. He said that this would be part of the overall discussion with the Library Trust.

Friends of the Library — Peter said that the Friends of the Library did not meet. He did report that Lora Pielka announced that she would be stepping down as president, and that Virginia Zoppo would be stepping down as vice president. The Friends of the Library elects officers at their annual business meeting in June.

Seekonk Meadows Cheryl Faria requested that she be allowed to give a report on the Seekonk Meadows. The chair asked her to go ahead. She said that plans are going well for the Seekonk Meadows 6th Annual Summer Kickoff Celebration, which is scheduled for Saturday, June 10, 2017. Cheryl reported that she was working on adding more names of donors on the Meadow's donor recognition sign. She also suggested that language be added to the application to use the Meadows that might limit the liability of the town and library. Cheryl said the Master Gardeners start having gardening sessions next month. They generally meet from 4-6 pm on the 3rd Tuesday of the month. Cheryl reported that she contacted Beverly Hart about the recently passed by-law (Category 27) pertaining to Special Events Permits. Cheryl said that as long as the library keeps the Police Chief informed and provides for traffic details when needed, the events on the Meadows would not require permits. Alyssa and Peter said that was their understanding as well after listening to the presentation by Chief Mace at Town Meeting. Cheryl also said that she was very disappointed that the summer concerts on the Meadows had been cancelled. A discussion followed on the summer concerts.

Peter said that to the best of his knowledge, Michelle had not yet scheduled any concerts yet. He said that he and Michelle had two meetings to discuss the concerts. Peter said that the parking at last year's concerts was chaotic. He had received several complaints from library users who were turned away from the parking lot. Additionally, the police department received complaints about illegal parking along Newman Avenue and the side street. Because of these complaints, Peter said that he imposed several conditions before he would sign a performance contract. Peter said that these conditions would apply to any library-sponsored event at which the anticipated audience would be more than 150 people. These conditions include having a police traffic detail at all of the concerts, volunteers in the library parking lot to direct traffic, and having transportation to and from off-site parking areas, such as the



## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

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Middle School. Peter also said that he expressed a strong preference for not having the three concerts during the library's normal hours of operation, for example, Friday or Saturday evenings or Sunday afternoons. Peter said that Michelle felt that these restrictions would make producing the concerts more work and much more expensive to produce. She did not feel that she could produce the series under these conditions, so they mutually agreed not to have the concerts. All of the trustees expressed similar disappointment at the decision. Several trustees felt that the decision would generate negative feelings towards the library. Several trustees also noted the a great deal of money and energy had been expended to make the Meadows a success, and that cancelling the concerts might adversely affect fundraising and support for the building project. Some trustees expressed the opinion that the concerts and other programs on the Meadow were part of the core services offered by the library. Following this discussion, Peter said that he would ask Michelle to schedule the three concerts for this summer.

#### OLD BUSINESS

Opinion from Town Counsel on use of the meeting room – Peter distributed a letter from Steven Torres and Jillian Jagling, who are with the town's legal counsel at Pannone, Lopes, Devereaux, and West. The letter addressed the trustee's question as to whether the meeting room may be used by religious groups. The short answer from their analysis appears below.

The Library may be used by a religious group, as long as equal access to the meeting room is provided to other groups (religious and non-religious) wishing to use it, under the same terms and conditions, and as long as certain religions are not favored over others. Alternatively, use of the Library meeting room may be restricted to certain groups or for discussion of certain topics, provided that the restriction is reasonable and viewpoint neutral. However, we caution the Town that any such restrictions are given strict scrutiny by the courts.

The analysis indicated that banning worship or prayer services at the library would most likely pass judicial scrutiny. Town Counsel suggested also that the trustees could designate the library as a limited or non-public forum by narrowly defining appropriate topics for discussion, for example, issues under consideration by elected officials or those being placed before the voters. The analysis indicated that although such restrictions could pass judicial review, the policy would need to be crafted carefully. Peter said that the larger political/policy issue for the Board to decide was to whether this approach squared with the library's overall mission to be a place of public discourse on whatever topics of interest to Seekonk residents. Peter distributed a draft of a revised meeting room policy, which he suggested

## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

Approved on: April 19, 2017

could be the basis for discussion at a future meeting.

Update on asbestos contaminated debris – Peter reported that he had met with Town Administrator Shawn Cadime and Public Works Superintendent Dave Cabral to discuss the problem. Mr. Cadime told Mr. Cabral to go ahead with the removal of the debris as proposed in the [report](#) from Universal Environmental Consultants. The remediation will cost about \$14,000 and it has not been scheduled yet. A trustee asked if the library would be closed while the work is being done and if so, for how long. Peter said that he did not have specifics on the process, but it was highly probable that the library would have to be closed. A trustee asked if the staff had expressed concerns about the contamination. Kate Hibbert said that several staff members are concerned. Peter said that staff was being kept informed. He said that the challenge was showing appropriate concern without elevating the level of anxiety. A trustee ask if the Engineer's report indicated the nature of the risk. Peter said that the report did not present any conclusions about risk. This could be determined by a more detailed study, but Peter agreed with the decision to move ahead with addressing the known issues and following up later with more analysis.

Update on the new town telephone system – The library will be included in the new town-wide telephone and security system. Video cameras in the library's parking lot will be tied into the town-wide security system. The contractors will install a new switch next week that will tie the library into the town's fiber optic network. Installing the new telephones and staff training will most likely take place in April or May.

Update on personnel changes – The town has received a letter of agreement from Shawn Flood, who represents the Seekonk Library Staff Association, Mass-AFTA. The letter confirms the creation of two new positions, Librarian II and Customer Services Associate II. It also confirms the expansion of the Associate Director's role in supervising all of the library's public services. After both parties sign the agreement, the library will internally post the two new positions for ten working days. The library already has well-qualified applicants, so Peter expects to promote an employee into each classification.

Performance Evaluation of Library Director – The Board of Library Trustees' Personnel Subcommittee distributed copies of the director's performance evaluation for fiscal year 2016. The evaluation was a consolidation of the individual evaluations prepared by library trustees. Peter thanked the trustees and asked if he could have some time to go through the document before discussing it. Sharon Connors moved that the Board of Library Trustees officially transmit to the library director a copy of his performance evaluation, and to have the Board of Library Trustees at their next meeting discuss the

## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

Approved on: April 19, 2017

evaluation with the director, and take any related action. Lynn Cristino seconded. The trustees voted unanimously to approve the motion.

#### NEW BUSINESS

Food for Fines during National Library Week – The trustees were asked to allow library users to pay for fines for overdue items with non-perishable food items during National Library Week (April 9-15, 2017). Kathy Lussier so moved and Alyssa Richard seconded. Peter said that “Food for Fines” has become a traditional part of Seekonk’s observation of National Library Week. He said the collected food items go to Doorways community food pantry. Although the library has not collected a lot of food in recent years, Peter felt that it was a worthwhile way for the library to support a non-profit agency in the community. The trustees asked how much the library collected in food and forgave in fines. Peter said that he did not have the exact figures, but he thought it was two or three boxes and about \$200 in fines. A trustee asked how the library determined the value of the food donation in order to write-off a comparable value in fines. Peter said that the library has done this in a variety of ways of the years, but he preferred specifying three or four items by Doorways as particularly needed, and assigning a cash value to these items, for example, a sixteen-ounce jar of peanut butter might be worth three dollars. Some trustees felt that this was overly complicated. Kate Hibbert volunteered that in Attleboro each can or box was worth a dollar. The trustees preferred this approach. There was no further discussion and the trustees voted unanimously to approve the motion.

Volunteer Appreciation Brunch – The trustees were asked to appropriate an amount not to exceed \$700 from the LIG/MEG state grant fund to pay for the library’s annual Volunteer Appreciation Event. This year it will be a Brunch on May 6<sup>th</sup>. Ann Caldwell so moved and Kathy Lussier seconded. The trustees voted unanimously to approve the motion.

Replacement people counter – Peter reported that the total foot traffic count has been below average since the new automatic doors were installed. He felt that was because the existing counter was unable to register multiple visitors entering the library through the wider door. The count of the number of visitors is an important metric for the library, so Peter proposed purchasing a new counter. The trustees were asked to appropriate from LIG/MEG state grants an amount not to exceed \$1,450 to purchase a new counting device and accompanying software. Kathy Lussier so moved and Alyssa Richard seconded. There was no further discussion and the trustees voted unanimously to approve the motion.

Opening late for a general staff meeting – The trustees were asked to approve a delay in opening the library at noon from 12:00 PM (noon) on Friday, April 28 in order to hold a general staff meeting and

## Board of Library Trustees

### Minutes of the Meeting on March, 15 2017

Approved on: April 19, 2017

training from 9 to 12. Peter said that holding a meeting when the library was closed insured the best attendance. A single meeting was a more efficient way to address issues that involved the entire staff. Kathy Lussier so moved and Anne Caldwell seconded. There was no further discussion and the trustees voted unanimously to approve the motion.

Permission to dispose of donated stamps – Peter reported that the library had acquired a large number of postage stamps about six or seven years ago. The stamps were originally collected for a stamp-collecting club that the library had sponsored. The library did not anticipate a need for the stamps and they were taking-up much needed storage space. The stamps were offered for re-sale to the Friends of the Library. The Friends are not interested because the stamps were not organized and it will be difficult to assess their value. Peter asked if the Trustees had any objections to the library disposing of the collection. He said that state law and current library policy allows the library to give the stamps to a non-profit organization at less than cash value. He said would check to see if there were such an organization nearby that might be eligible to accept the stamps. A trustee suggested that the library might find a volunteer who could organize and look-up the value of the stamps. Lynn Cristino volunteer to check with a local scout troop to see if a scout could use the stamps to earn a stamp collecting merit badge or use them as part of a community service project.

Election of Board Officers – This item was added as a reminder that the trustees should elect or re-elect new officers at the April meeting.

UNANTICIPATED BUSINESS – No items were brought up for discussion

#### LIBRARY POLICY REVIEWS

Ethics Policy — The staff did not recommend any changes to this policy and there was no discussion.

Customer Services Policy — The staff did not recommend any changes to this policy and there was no discussion.

DIRECTORS REPORT – Copies of the Director's Report were included in the meeting packet. There were no questions or comments.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS – Mike Durkay noted that Cheryl Faria's term as a library trustee would end next month. He thanked Cheryl for her many years of service as both a library trustee and as Chairperson of the Seekonk Meadows Committee. Mike said that she had made a lasting contribution to the Seekonk Public Library.

## **Board of Library Trustees**

### **Minutes of the Meeting on March, 15 2017**

Approved on: April 19, 2017

NEXT MEETING & ADJOURN – The trustees decided to hold their next meeting on Wednesday, April 26, 2017. Sharon Connors moved to adjourn and several trustees seconded. The meeting stood adjourned at 7:30 PM.

#### DOCUMENTS DISTRIBUTED AT THIS MEETING

1. A draft of the minutes of the February meeting
2. An application to use the meeting room from The En
3. An application to use the meeting room from Mulcahey Occupational Therapy, LLC
4. A legal opinion from the town's legal counsel of Pannone, Lopes, Devereaux, West (Steven Torres and Jillian Jagling) on use of the meeting room by religious groups
5. A copy of the hazardous materials inspect report from UEC, dated 1/10/2017
6. Copy of the trustee's consolidate performance evaluation of the library director
7. A draft of revised Meeting Room Use Policy
8. Copy of the library's Ethics Policy
9. Copy of the library's Customer Services Policy
10. Director's Report for February/March

**CALL TO ORDER** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other trustees attending were Sharon Connors, Ann Caldwell, and Lynn Cristino. Library Director Peter Fuller and Associate Director Kate Hibbert also attended. Trustee Bill Barker arrived at 6:50 and was introduced by the chairman.

**MINUTES** – Minutes of the April meeting were not available.

**MAIL** – The Trustees received a letter from the Seekonk High School Guidance Dept. concerning Senior Class Awards Night. The Library Trustees Award would be presented to a graduating senior at this event. The Trustee also received a letter from the MBLC that confirmed the release of \$12,327 as the second installment of the LIG/MEG grant to Seekonk for FY 2017.

## **REPORTS**

Library Facilities Study Committee (LFSC) & Building Project: Peter Fuller reported for Alyssa Richard that the committee would be meeting on Thursday, May 25. The Library has not heard directly from the MBLC about the construction grant application since its submission. The MBLC will announce the grant awards and waiting list on July 13, 2017

Seekonk Library Trust: Peter reported that he met with the Trustees of the Library Trust on May 9. They discussed fundraising for the library building project. Peter said that he distributed a bubble diagram that illustrated how he thought the capital campaign could be organized, and that he asked the Trustees to consider the role of the Library Trust in the capitol campaign prior to the upcoming meeting with the Library Trustees, Friends of the Library, and members of the LFSC. Peter note that it was the same bubble-diagram had been distributed previously to the Library Trustees and the LFSC. The Trustees of the Library Trust also discussed the possibility of making a special announcement or hold a special event when the MBLC announces the grant.

Friends of the Library: Kathy Lussier was not able to attend the meeting of the Board of Directors of the Friends on May 1. Peter reported that he delivered the Board of Trustees request for funding for FY 2018 at this meeting. Only one Director was critical of the proposal. She felt that it lacked sufficient detail on next year's programs. The Directors will take up the request at the Annual Business Meeting, which was scheduled for Tuesday, June 6.

## **OLD BUSINESS**

Update on removing asbestos contaminated debris – Peter reported that Dave Cabral was planning to a “walk through” next for contractors interested to providing a quote to perform the removal of debris that this contaminated with debris.

Update of Personnel Changes –Peter reported that the Board of Selectmen were meeting that evening and that he expected them to approve the side-letter of agreement with the union about the two new library positions. Peter expected to post the positions immediately and fill them as quickly as possible.

Peter also thanked Mike Durkay who had intervened with David Andrade, Chairman of the Board of Selectmen to get the process moving more quickly.

Unexpended LIG/MEG funds allotted to the Planning & Design Process: Peter reported at the previous meeting that approximately 2,000 remained of the \$66,000 the Library Trustees allotted from LIG/MEG for the building planning and design process. The LFSC committee has asked that they be allowed to use these funds for promoting the project. Peter recommended that funding from the Friend of the Library. He anticipated their appropriating \$5,000 for the library to use for this purpose. Peter felt that the library should exercise control of over these expenditures because the continued existence of the LFSC was uncertain. A trustee asked if reclaiming the unused funds would be proper and legal. Sharon Connors noted that this should not be a problem because the Trustees did not vote to allot a specific amount, but to allot funds in an amount "not to exceed" \$66,000. The implication being that the Trustee could reallocate any unused funds completed its work.

Joint meeting with Trust, Friends & Facilities Study Committee – A joint meeting with the Trustees of the Library Trust, the Directors of the Friends of the Library and the members of the LFSC to discuss the library project was scheduled for the Thursday, June 15. The Board of Library Trustees would act as the official host, and Mike Durkay agree to act as the meeting chair and discussion facilitator.

## **NEW BUSINESS**

Consider reviewing and updating the mission of the Seekonk Meadows – At the suggestion of the library director, the Trustees engaged in wide-ranging discussion of the mission of the Seekonk Meadows and its relationship with the library. No actions were suggested or taken at this time, but the chairman asked that the Trustees give the matter further thought for a discussion in the future.

Consider forming an ad hoc committees to review the BoLT By-laws – The trustee reconsidered this question and the consensus was that no further action was required at this time.

Financial Town Meeting on June 5 – The chairman reminded the trustees that the Financial Town Meeting would be held on Monday, June 5. The library's operating budget and capital budget request would be approved as part of the Town budgets that evening. Peter did not anticipate any opposition to the library's request.

## **LIBRARY POLICY REVIEWS**

Consider changes in the library meeting room policy – Peter distributed an updated version of the draft of the proposed meeting room policy. He noted that the substantive changes in version three were expanded limits on the use of the room for religious purposes and prohibiting the free use of the meeting room for commercial purpose. The trustees expressed several concerns about the legal foundations for the policy. There was also a concern expressed about the consistency of this policy with that of the Town as it pertained to religious groups. Several trustees also raised questions about the desirability of limiting commercial enterprises from using the room. The consensus was that a vote

should not be taken that evening, and that the policy should be taken up for discussion at a future meeting when more Trustees would be present

**DIRECTORS REPORT** – Peter did not submit a written report. The notes from his oral report to the Library Trustees are attached as part of the minutes.

**TRUSTEE COMMENTS, CONCERNS & SUGGESTIONS** -- None

**PUBLIC QUESTIONS & COMMENTS** -- None

**SET NEXT MEETING DATE & ADJOURN** – The Trustees voted to meet again on Wednesday, May 21, 2017 at 6:00 PM. A motion was made to adjourn. Several trustees simultaneously seconded and the meeting adjourned at 7:25 by voice vote.

**Documents Distributed At This Meeting.**

Letter, Seekonk High School Guidance Dept. re. Trustees Award

Letter, Diane Carty, MBLC Director, re. 2<sup>nd</sup> installment of the LIG/MEG Award for FY 2017

Draft, Amended Meeting Room Policy, Version # 3

Financial Report.(expenditures year-to-date)



Board of Library Trustees  
DRAFT  
Minutes of the June 21, 2017 Meeting

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Bill Barker, Sharon Connors, Ann Caldwell, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director was also present.
- 2) **Minutes**
  - a) Minutes of the April 26, 2017 meeting were presented and a motion was made to accept the minutes.
  - b) Minutes of the May 17, 2017 meeting were held until the July meeting, there were some minor edits to be made.
- 3) **MAIL & OTHER COMMUNICATIONS**
  - a) Meeting Room Requests
    - i) A. Marton requested the use of the meeting room on Sept 14, 2017 at 6:30 PM for the Dorcas Institute International, to hold an informational community meeting regarding the AHOPE volunteer organization. The request was approved.
  - b) A thank you note was received from Cheryl Faria.
- 4) **Reports**
  - a) Town Meeting was held on June 5, 2017, all Library funding requests were approved.
  - b) Friends of the SPL, Kathy Lussier – The Friends held their annual meeting on June 6, 2017. There is currently no President or Vice President of the organization as none were elected at the June meeting. The Friends approved a \$20,000 funding request for FY 2018-2019. \$15,000 will be used for programming and \$5,000 was approved for use for supplies and aiding the fundraising / community outreach efforts for the building project. The next meeting will be held on June 27, where the election of President and Vice President will take place.
  - c) LFSC, Alyssa Richard – The committee remained visible at community events throughout May & June. There will be discussion at the next meeting, on July 6, of the role of the committee as a group after the July 13 MBLC grant announcement.
  - d) Seekonk Meadows Summer Kickoff went very well, participation from Town organizations was up, but attendance numbers were potentially slightly lower than past years. The Meadows will host an outdoor concert by the East Bay Youth Symphony on Friday, June 30 at 6:00PM, the Library will remain open until 8:00PM to accommodate that event.
  - e) The Library Trustees' Award was awarded to Nathan Amaral.
- 5) **Old Business**
  - a) The joint meeting of the library boards was held on June 15 at 6:30 PM and was well attended. A decision was made to create an ad hoc steering committee made up of members of each of the boards, two from the Board of Library Trustees and one each from the Library Facilities Study

Committee, Library Trust and Friends of the Library. Alyssa Richard and Kathy Lussier have volunteered to be the representatives from the Board. On July 12, 2017 Mike Durkay will announce the formation and members of that committee before the Bill Harley concert at the Meadows.

- b) The two personnel position changes that the library had been waiting on were approved. Contract negotiations with the Union are moving forward, job description reviews are underway. Meetings are scheduled in June, July and Aug, and negotiations are expected to be uncontentious. It was asked who negotiates on behalf of the library, Peter said as per state law the Town Administrator is the Library's agent, but the current administration does include the library administration in the discussions.
- c) Modification of the FY 2018 Action Plan will be presented at the next meeting of the Board.
- d) A discussion was held on the integration of the Meadows into the Library. Peter presented the Board with a draft recommendation that would allow for better integration of the Meadows into the Library's long range planning process. It would also allow for better day to day administration of the Meadows. It was asked if the integration of the Meadows would increase the operating budget of the Library. Peter stated that the money required to maintain the Meadows comes from a maintenance fund held by the Library Trust. The Trust would continue to hold that account. It was asked if the Board already has responsibility for the Meadows. Mike answered that yes the Meadows already falls under the jurisdiction of the Board through a Town Warrant Article that was passed when the Meadows was established. Peter will write up a set of directives that the Board can vote on in July.
- e) The Board had a discussion of the meeting room policy. There was discussion of other Town departments and their space use policies and whether or not this was relevant to how the Board established out meeting room policy. It was decided that as the Board has exclusive rights to establish and enforce the meeting room policy and the revised policy has been vetted by the Town's legal counsel, that the policies of other Town departments was not relevant to this policy discussion. The next step in modifying the meeting room policy will be to vote on the revised language, then post the revised policy for public notice before ratifying the new policy. The Board will plan to vote on the new policy at the next meeting.

#### **6) Library Policy Reviews**

- a) There were no comments and no changes suggested to the Circulation Policy.
- b) There were no comments and no changes suggested to the Policy on the Disposal of Surplus Property.

#### **7) New Business**

- a) A motion was made "The Board of Library Trustees authorizes the charging of fees and fines as presented in the attached *Schedule of Fines & Fees*, Sec 012 during FY 2018 (July 1, 2017 – June 30, 2018)." There was a second and discussion and the Board unanimously voted to accept the motion.

- b) A motion was made to “accept the *Borrowing Rules and Loan Periods* as described in Section 011 and modified on June 21, 2017” the motion was seconded and there was a discussion. The motion passed unanimously.
- c) A motion was made “The Board of Library Trustees authorizes the library staff to dispose of any surplus library property according to the library’s *Disposal of Surplus Property Policy* and procedures established by the library director during Fiscal Year 2018 (July 1, 2017 – June 30, 2018). The motion was seconded and passed unanimously.
- d) The Library Director’s Self –evaluation will be reviewed at the next meeting.
- e) The Planning Calendar for FY 2018 will be reviewed at the next meeting.

**8) Other Business – None**

**9) Public Questions and Comments - None**

**10) Director’s Report**

- a) Peter gave a summary of the Director’s Report, including an update on the MUNIS report and the progress of the RFID system.
  - i) The SAILS system is looking to expand its access to Overdrive and Electronic Resources Central in 2017 – 2018.
  - ii) The hazardous materials and other maintenance issues with the building have not been addressed, Mike will draft a letter to the Town Administrator listing the urgent needs that the Library currently has.
  - iii) A member of the Library Trust will be stepping down. The Board of Library Trustees will need to recruit and appoint a replacement.

**11) Trustee’s Comments, Concerns & Suggestions – None**

**12) Next Meeting**

- a) Review and Vote on Meeting Room Policy
- b) Review and Vote on the Seekonk Meadows Policy

At 7:50 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 19 at 6:00 PM

Board of Library Trustees  
Minutes of the Special Meeting on August 16, 2017

Accepted as corrected: 9/20/17

Call to Order – Chairperson Mike Durkay called the meeting to order at 6:30 PM. Other Trustees attending were Sharon Connors, Ann Caldwell, and Lynn Cristino. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.

This was a special meeting of the Board of Trustees to discuss two items of concern, and there was no other business.

Item 1. The trustee discussed the the installation of a large, decommission artillery piece (howitzer) on the site occupied by the Veterans Memorial. During the discussion, members of the Board made the following points:

- Individual library trustees and the library staff had received both in person and via emails, several questions, and in some cases, complaints about the installation of the howitzer
- Several people felt that it was placed on the library grounds with the permission of the Board of Library Trustees
- Several residents attended the Board of Selectmen’s meeting on August 9 to protest the installation of the howitzer
- Several residents and trustees felt that a large military artifact detracted from the Memorial
- Several residents felt the howitzer made the library appear less welcoming if not threatening
- The Superintendent of Public Works had send a text message to the library director before the howitzer was installed
- The consensus was that this did not constitute adequate notice to the Board.
- The Selectmen and their appointed Veterans Memorial Committee have not been forthcoming with their plans and efforts to develop the Memorial.
- The Selectmen and their appointed Veterans Memorial Committee appear to have little regard for the responsibilities of the Library Trustees to manage the entire Meadows property, which includes the Memorial.

Board of Library Trustees  
Minutes of the Special Meeting on August 16, 2017

Accepted as corrected: 9/20/17

- Several trustees expressed concern over the potential liability issues for the library if a child were to be injured while playing on the howitzer.

The consensus was the Trustees should present their concerns to the Board of Selectmen at their next meeting. Mike Durkay asked for a motion to that effect. Sharon Connors motioned that the Board of Library Trustees voted request that they be placed on the agenda of the August 23 meeting of the Board of Selectmen to convey their request that the Board of Selectmen authorizes no changes to the property under the “care, custody, management and control” of the Board of Library Trustees until the Board of Selectmen resolves the Trustees’ questions and concerns pertaining to the administration of the property. The other trustees simultaneously seconded the motion. There was no further discussion and the motion passed unanimously. Mike Durkay said that he would contact David Andrade, the Chair of the Board of Selectmen.

Item #2. The Board discussed adopting some protocols about how it handles communications with the public and among themselves. It was suggest that this be discussed a length at a future meeting, but two issues needed to be considered that evening. The Board reviewed how to best communicating via email without violating the Open Meetings Law. Those library trustees who were present also agreed that Mike Durkay as the chairman should be the official spokesperson for the Board, and that inquiries from the media should be directed to him.

Lynn Cristino motioned to adjourn the meeting. Several trustees simultaneously seconded and the motion passed unanimously. The meeting was adjourned at 7:45 PM.

Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:01 PM. Other Trustees attending were Bill Barker, Sharon Connors, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.
- 2) **Minutes**
  - a) Minutes of the May 17, 2017 meeting were held until the Oct meeting.
  - b) Minutes of the July 19, 2017 were presented and a motion was made, seconded and passed to accept the minutes with minor revisions.
  - c) Minutes of the August 23, 2017 were presented and a motion was made, seconded and passed to accept the minutes with minor revisions.
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Reports**
  - a) BPSC / LFSC, Alyssa Richard – The committee will officially disband at the Nov town meeting. The committee hasn't met since July.
  - b) Seekonk Library Trust, Peter Fuller – The Trust is continuing to deal with organizational issues, they will be meeting in October.
  - c) Friends of the SPL, Kathy Lussier – The Friends are looking for a membership chair and PR chair, they will meet on Mon 9/25/17.
  - d) Mike Durkay gave a summary of the August 23, 2017 BOS meeting as well as the special joint board meeting held on 8/29/17. On 8/23/17 at the request of the Board of Library Trustees (BoLT) Mr. Durkay spoke to the Board of Selectmen (BOS) about the care, custody and control of the Library property that was granted to the BoLT at Nov. 2010 Town Meeting. The BoLT informed the BOS that they were not appraised of the arrival of the Howitzer or the planned change to the Veterans Memorial which should have been brought before the BoLT as per the previous agreement. The original agreement set up a joint board of two members from the BoLT and two members of the BOS for planning phases of the Memorial. Once the Memorial was being built that joint committee stopped meeting, additional changes to the Memorial were to be submitted to the BoLT. The BoLT was asking for the process to be paused so the BoLT could best decide how to move forward. On 8/29/17 Mike Durkay and Peter Fuller met with Town Administrator Sean Cadime and BOS members David Andrade and David Viera the meeting ended with the following determinations:
    - i) The Board of Library Trustees will determine if the howitzer remains on the site as is or in a different location or if it shall be removed from the site
    - ii) The Library Director and Town Administrator will formulate a Memorandum of Agreement between the boards so that there is a written agreement between the boards so that

Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

eventual decisions will be in the best interest of the Town based on input from citizens and future plans for the site.

**5) Public Comment**

Ms. Doreen Taylor stated that she was the President of the Friends of the Veterans Memorial Park and they are responsible for the cost of repairing and permanent placement of the howitzer. The friends are responsible for the cost and they are waiting for the decision to know where it will go.

Ms. Martha Manno stated that the appearance of the Howitzer on the library site was a shock and is not fitting for the memorial site.

Ms. Alyssa Martin stated that the Memorial was a peaceful place where she would take her children for reflection and that the placement of an artillery weapon on the site disrupted the peaceful nature of the memorial. She doesn't believe that howitzer belongs on the library site

Mr. Bill Barker stated that he thought that the presence of the howitzer at the Memorial site was not appropriate, no other memorials that he had visited or seen pictures of have artillery at the site.

Ms. Ann Caldwell stated that as a member of an active military family she has not seen piece of artillery at other memorial sites or veteran's cemeteries and she doesn't feel that it fits with the reflective nature of the Veterans Memorial Park.

Ms. Lynn Cristino asked what other sites might be available for the placement of the howitzer.

Mr. Mike Durkay stated that he was leaning toward voting no on keeping the howitzer on library property, but may be all right with it if it was moved to a different location.

Ms. Doreen Taylor stated that it is not in its permanent location but was placed there because the decision to accept it had to be made rather quickly. She also stated that they didn't get the "better" howitzer because of delays within Town Administration before accepting the piece. She stated the gun belongs to the National Guard and that they can ask for it back at any moment. The planned restoration would include an informational plaque stating how and where that type of artillery was used in active service. She stressed that the location on the site is negotiable.

Ms. Sharon Connors stated that if the piece were to remain it would need to be fenced in to deter smaller patrons from climbing on it.

Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

Mr. David Saad stated that the process of how the Howitzer arrived and who was or was not informed was not important, but the property of the Town should not be under the control of the Board but of the people of the Town.

Ms. Alyssa Richard stated that the reason we were having this issue is that the people of the Town were not notified or asked for their opinion on the placement of the howitzer. The Board of Library Trustees is trying to make a decision that is informed by public opinion about how the space should be used.

Mr. Donald Kinninburg stated that the howitzer is meant to be an educational tool as US history and military history is not taught in schools anymore. He is hoping that the howitzer will act as an educational tool for the people of the Town.

Mr. Rob DeBlois stated that he feels the process is important. He stated that the process needs to move forward with an open slate for discussion. There has been talk of other places for the howitzer to be placed including Town Hall, and the Commons Memorial. He feels it would be helpful to move the howitzer to a neutral location while the Town goes through the process of deciding where and if it should be placed on Town property.

Ms. Bonnie DeBlois stated that as a Children's librarian she has visited many libraries and none of them have a weapon in front of the library.

Mr. Durkay stated that the Board would be seeking public comment on the placement of the howitzer and would plan to vote on the placement during the October meeting.

**6) Old Business**

- a) The Board discussed options for conducting a survey of public opinion for the placement of the Howitzer. It was felt that we need to try to reach out to as many Seekonk residents as possible, while making sure that each resident only fills out one survey. It was discussed to include four options on the survey 1) leave it as is 2) move it to another site on the memorial 3) move it to another site in town 4) send it back to the national guard. The BoLT would treat the survey as Public Comment it is not a binding vote or directive to the board.
- b) The Board discussed the MOA as it was presented by Peter Fuller, the board is asked to submit comments by 9/25 so a draft can be forwarded to the Town Administrator. It proposes a 5 member committee, two from the BOS, two from the BoLT, and one from the Library Trust. The committee decisions would be binding.



Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

- c) There was one comment received during the Public Comment period that was discussed. A motion was made to accept the Revised Meeting Room Use Policy (330) and Meeting Room Application Procedures and Rules of Use (331). The motion was seconded and approved unanimously.
- d) There was discussion of edits to the Board of Library Trustees Bylaws that would include the section on the Meadows Committee. The dissolution of by law 9A is needed to change the role of the Seekonk Meadows Committee to that of the Seekonk Meadows Advisory Committee. A motion was made to accept the Trustees by law change for Article IV, Library Director and Article VI as amended. The motion was seconded and approved unanimously.
- e) The BoLT discussed remaining in compliance with Open Meeting Laws and protocols for communication. Bill Barker led the discussion stating that emails that use reply all can be considered in violation of open meeting law if they begin to vary away from informational only emails. We cannot answer questions via email as it becomes a meeting without a public notice of a meeting. Those emails would also then become part of the public record. There have been some reports of Seekonk Committees to the State of MA for OML violations so we must be vigilant to remain in compliance even when corresponding through email. We should reply to Mike Durkay and Peter Fuller only and avoid chain emails.
- f) The Fall Town Meeting is being held on Nov 13, 2017. The DPW will be looking to fund the removal of asbestos through a warrant article for use of money from free cash.
- g) The Board discussed the implementation of a new RFID system called BiblioTheca. Peter Fuller feels this would be the best long term choice for a RFID system. If implemented tagging should be complete by the end of the calendar year. A motion was made to approve the proposal from 3M / BiblioTheca for the Phase I RFID system not to exceed \$30,000. The motion was seconded and approved unanimously.
- h) The Personnel subcommittee is working on a way to incorporate staff evaluation into the Library Directors annual review as it is felt that peer review would give the Board a better rounded base for evaluation. The subcommittee will work on an evaluation process to be presented to the Staff in Oct / Nov so that the Board evaluations can be completed in December.

**7) New Business**

- a) Peter Fuller is working on the Annual Report to the Town for FY 2017. He will submit it to the board via email and would request that we return any comments to him within 5 days.
- b) There was discussion expending LIG/MEG funds to purchase a new disc cleaning machine. A motion was made to appoint from LIG/MEG funds an amount not to exceed \$1500 to purchase a disc cleaning machine from RTI. Kate Hibbert told the Board that the new cleaner could also clean Blu-ray discs and is a fully automated process as opposed to the current system that needs

Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

more interaction and cannot clean Blu-ray discs. The motion was seconded and it was approved unanimously.

- c) There is currently a Capital Budget Study being conducted by town departments and UMASS, the library submitted the RFID program for review but no other major expenditures were submitted.
- d) As of September 1, 2017 no animals, with the exception of service animals, will be allowed inside the library. Signs are already up, there had been some recent issues and the goal is to be sure that all patrons feel welcome.
- e) There was motion made to enter into a contract with Fax24Scan for self-service scanning and faxing equipment. Discussion included the payment forms, both "copy card" and credit card could be used. The motion was seconded and was approved unanimously.
- f) There was Discussion of the Director's recommendation for a pay raise for the assistant director. He spoke highly of her work over the last year and recommended a 2.5% pay raise. A motion was made to approve a 2.5% pay raise for the Assistant Library Directory effective on the anniversary date of hiring. The motion was seconded and approved unanimously.
- g) The discussion of posting signs on the Library property will be postponed until the October meeting. The Town's sign by law doesn't apply to Town property, so the BoLT will have to establish its own policy.

**8) Policy Reviews**

- a) The discussion of Collection Development Policy will be held until October.

**9) Other Business**

- a) A request was made that materials for the BoLT meetings be made available for pick up in the Library by Fri or Sat before the Wed meeting to give members adequate time to review the information that will be discussed.
- b) There is a request to be considered to close the Library mid-day on the Saturday before Christmas and New Year holidays (12/23/17 and 12/30/17). There would normally be a half day on Christmas Eve and New Year's Eve but those days fall on Sunday this year. The BoLT will vote on this in October.

**10) Director's Report**

- a) Peter gave a summary of the Director's Report, including :
  - i) The library has hired a new employee
  - ii) An employee grievance has been filed in regards to Jury Duty pay, this is a question with Town Policy and Town Payroll and needs to be addressed in accordance with Town Policy.

Board of Library Trustees

Minutes of the September 20, 2017 Meeting

Approved on: October 11, 2017

- iii) Peter and Kate will be attending two informational meetings in regards to the MBLC grant / building project on 9/25/17 for fund raising and 12/5/17 a meeting with the grant committee with the project architects.

**11) Trustee's Comments, Concerns & Suggestions – None**

**12) Next Meeting**

- a) Review and Vote on the presence of the Howitzer on Library grounds
- b) Review and Vote on the change in Library hours on 12/23/17 and 12/30/17

At 8:49 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 18 at 6:00 PM

**Board of Library Trustees**  
**Minutes of the October 11, 2017 Meeting**

Approved 11/8/2017

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:01 PM. Other Trustees attending were Bill Barker, Sharon Connors, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.
- 2) **Minutes**
  - a) Kathy Lussier moved that the trustees accept the minutes of the September 20 meeting. Ann Caldwell seconded. Mike Durkay said that Alyssa did a good job capturing the essentials of what went on at a particularly long meeting that had about a dozen members of the public present. Everyone agreed and the trustees unanimously approved the minutes without further discussion.
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Reports**
  - a) Library Building Project Steering Committee - Kathy Lussier reported that the Library Building Project Steering Committee had discussed obtaining a formal charge to the committee. She distributed a draft of the charge for discussion. The consensus of among the trustees was that the charge reflected their intent for the steering committee and they urge the steering committee to adopt it.
  - b) Seekonk Library Trust, Peter Fuller – Peter reported that the Library Trust is close to resolving lingering issues created by the change in treasures. The next meeting of the Library Trust would be Tuesday, October 17.
  - c) Friends of the SPL, Kathy Lussier reported the Friends of the Library are busy organizing their annual gift vendor’s sale, which will take place on Saturday, November 25. The next meeting of the Board of Directors for the Friends will be Monday, October 30.
- 5) **Old Business and Public Comment**
  - a) Howitzer discussion - Mike Durkay summarized recent discussions with the BOS. There has been discussion of keeping the gun on the grounds near the memorial but in the back corner of the site. Mike is on the agenda for discussion at the Oct 18 BOS meeting. He thinks we should try to show a good faith compromise but it needs to be presented to the board that it should be removed from the property during that time and until the pad can be put into place.  
  
Sharon commented that we need to consider the long game, that once the MOA is in place there is less likely that we will have to continually revisit this issue.

Peter stated that the warrant article put forth in 2013 by the veterans memorial committee to remove all three parcels of the library property from the Care Custody and Control of the BoLT, the suggested new proposal may be to just remove care custody and control from the parcel that contains the veteran's memorial which could be harder to fight in Town Meeting

Sharon stated that the parcel that the Veteran's Memorial sits on is very important because it contains primary access to all the parcels including the Meadows / Conservation land and the Library itself. Reassigning control of that parcel to the BOS would result in potential for limiting access for many more people to these sites and may impact future construction plans.

Alyssa stated that maybe for now we should limit discussion of a new library in order to keep the focus of the discussion on what is happening now without bringing an additional argument into the picture.

Chris McKenna – The process of how the Howitzer was placed did not meet typical standards, when the new Meadows sign was erected she as an abutter was sent notice of the action, she did not receive notice of the placement of the Howitzer. She would like to know what recourse abutters have as they were not given proper notice.

Mike Durkay stated that the process was flawed and planning and zoning were not properly notified. The BOS and Veteran's Committee do not believe that the placement of the Howitzer was outside of the standing special use permit, but no one was actually notified.

Sharon Connors stated that the BOS members should have stopped the process from moving forward with our proper notifications when it was first brought to the attention of the BOS.

Bill Barker stated that it's just appearing with no notice to the community or abutters is contrary to the Town's democratic process.

Chris McKenna also questioned what other maintenance work was needed on the Howitzer and where that would be completed?

Bill Clark stated that at an earlier BOS meeting some other suggestions for placement of the Howitzer were given by other members of the Veteran's Committee but Mike stated that the BOS was not interested in those options during the joint meeting in Sept.

Jackie Proulx stated that there are tax payer dollars in the memorial so the public should have some say in what is placed on the site.

LG – There is opposition to this that is small but is strong. Believes that regardless of the BoLT's willingness to compromise those who do not support the library will not support the long game because of the compromise.

Lynn Cristino said that if the BoLT puts forward a proposal with the Howitzer changing location on site, before it comes back it should go for approval through Zoning and Planning to determine if it fits in the special use permit for the site, and allow some public input.

Sarah Jane Lapp asked:

- 1) Can it go to a vote at Town meeting? Peter answered that it can be placed on the warrant for Town meeting with enough signatures but it is very difficult to enforce that vote.
- 2) How do other Towns deal with this type of issue?
- 3) Is there some sort of mediation available? The Town administrator is typically the office called upon to act as go between when there is conflict between town boards but he has not assumed that role at this time.

She also stated that it is a health and safety issue to have it renovated on Library property that needs to happen off site.

Bob Blanchard stated that he is a Veteran and has two children that are also veterans but he still doesn't feel that the Howitzer belongs at the Memorial. He stated that the BoLT is the only group of people that could remove it from the site. He stated that the Memorial was well done and a place of peaceful reflection and that the Howitzer makes it a circus. There are two groups who are feeling that things are being forced on them. Mr. Blanchard stated that the Howitzer is an artifact that belongs in a museum not in our memorial and that making the memorial site bigger doesn't necessarily make it better.

Lynn Cristino said that the decision needs to be weighed based upon the opinion of most of the people in the Town

Bill Barker commented that it is difficult to craft a motion based on feedback from only two meetings and some emails. Based on the response and input that the BoLT has had the idea of the Howitzer on the site is not well supported while moving the Howitzer does seem to be well supported.

A supported proposal seems to be to remove the Howitzer for now and work towards the accepting of the MOA between the BOS and the BoLT, then follow the proper procedure as outlined in the MOA for replacing the Howitzer.

A motion was made to "have the Town remove the Howitzer from BoLT controlled property so it can be properly prepared and act on the MOA so we can properly determine a final location for the Howitzer"

Rob DeBlois stated that as an observer the BoLT is being extremely patient and deferential to a group that dropped a cannon on the lawn.

Sharon Connors asked what happens if the BOS just says no? Generally we will probably be OK to remove the Howitzer but the Library will likely be responsible for the cost of removal and finding it another home.

There was a 5 minute recess

Sharon Connors removed the current motion from the floor.

Sharon Connors made a motion that “The Board of Library Trustees votes to request that the Town remove the Howitzer placed on property under control of the BoLT. Once removed and refurbished the BoLT will consider placement of the Howitzer on property under its control pursuant to the terms of a Memorandum of Agreement currently being negotiated between the Board of Selectmen and the Board of Library Trustees.” The motion was seconded by Ann Caldwell and it was approved unanimously by the Board of Library Trustees.

- b) Asbestos removal – The BoLT received a letter from the Union via union rep Ben Phinney expressing concern that the asbestos removal hasn’t been a priority for the DPW. This is due in part to the fact that the problem is still relatively unknown. We need either further study to show the extent of contamination or complete remediation. Money needs to come from the Town, but the length of time that this has been continuing in addition to the unknown extent of the problem is causing concern among the staff. Mike will be sure to address it as part of his agenda item with the BOS on 10/18. We also expect that a warrant article will be included on the November Town Meeting warrant.
- c) Directors Evaluation – The current evaluation we are working on is for the 2016 / 2017 fiscal year. The Subcommittee will start the process for the 2017 – 2018 year with the staff to be completed by June of 2018. They presented a draft evaluation to the board for review. But will not be presenting it to the staff for this evaluation period. The Subcommittee will be distributing evaluations for Board members to be returned before the next BoLT meeting.

## **6) New Business**

- a) Warrant Article – the Board of Library Trustees does not expect to request an article to be added to the warrant. Town meeting is Nov 13, 2017

## **7) Policy Reviews**

- a) Policy on posting signs on library property should be equivalent to indoor display policy.

## **8) Other Business**

- a) Kate Hibbert explained that the new disc cleaning machine that was approved at the Sept meeting was not meeting expectations and has been returned. The librarians looked into a different machine that will cost a total of \$1799 - \$1850.  
Sharon Connors made a motion was made to “appropriate an additional \$350 from LIG/MEG funds for the purchase of a new disc cleaner” Lynn Cristino seconded the motion and it was approved unanimously.

**9) Director's Report**

- a) Peter distributed a copy of the Director's report.

**10) Trustee's Comments, Concerns & Suggestions – None**

**11) Next Meeting**

- a) Update on the removal of the Howitzer

At 9:21 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 8 at 6:00 PM



## Board of Library Trustees

### Minutes of the November 8, 2017 Meeting

Approved 12/20/2017

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:03 PM. Other Trustees attending were Sharon Connors, Ann Caldwell, and Alyssa Richard. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.
- 2) **Minutes**
  - a) A motion was made to accept the minutes of the October 11 meeting with minor revisions.
- 3) **MAIL & OTHER COMMUNICATIONS**
  - a) An email was received from Mr. Ross McKenrick in regards to the Howitzer.
  - b) Notice of “Coffee with State Legislators” schedule. Meetings will be held on Dec 1, Dec 8 and Dec 15.
- 4) **Reports**
  - a) Library Building Project Steering Committee – The Steering Committee will meet again on Nov 14.
  - b) Seekonk Library Trust, Peter Fuller – Peter reported that the Library Trust has filed paperwork with the AG’s office to be recognized as a charitable organization, this is not a new designation but papers must be filed yearly. A Request for Information for Fundraising Consultants has been published with responses hopefully received by the beginning of 2018.
  - c) Friends of the SPL, Peter Fuller reported the Friends met on Oct 30<sup>th</sup> and reviewed and approved the charge of the Building Project Steering Committee. They are also completing plans for the annual vendor fair, which will take place on Saturday, November 25, they still need one more vendor to fill the vendors room.
- 5) **Old Business**
  - a) Howitzer discussion - Mike Durkay and Peter Fuller met with the BOS to continue discussion on the placement of the Howitzer. The Library is closed on Nov 11 for Veteran’s Day but the lobby will remain open to accommodate the Veteran’s ceremony that will take place at the memorial at noon. There was discussion of moving the Howitzer after the Veteran’s Day service. There was some discussion by the BOS to revote on the removal of the Howitzer but if the BOS votes to keep it on the library site the BoLT has the potential to revote on it’s immediate removal even if it must be done through private funds.
  - b) The Memorandum of Agreement between the BOS and BoLT was distributed to the BOS approximately a week ago, the BOS has not taken any action on it at this time. The scope of the MOA is well defined to cover of all parcels adjoining the Library by either the BOS or the BoLT. The MOA has been shared and is therefore a public document but as no changes have yet been

## Board of Library Trustees

### Minutes of the November 8, 2017 Meeting

Approved 12/20/2017

made it was moved that a vote on its acceptance be tabled until further input is received from the BOS.

- c) Weston and Sampson engineers will be starting air quality testing for asbestos contamination on Nov 9, 2017. There is an article on the town meeting warrant that will be requesting \$100,000 for worst case scenario abatement of asbestos and building remediation. The best outcome would be for Weston and Sampson to find no evidence of airborne particulates which would result in only needing minor repairs and training of DPW and Library staff.
- d) Library Director evaluations were sent out to all Board members via Google Docs. They are due to Kathy Lussier by the end of the week.
- e) The Board has been looking into getting staff members input into the Library Directors Performance evaluation. It has been questioned whether workers belonging to the Union / Public Sector workers may be asked for this input or does it need to be part of their contract? It would not be imposed as a working condition and information would be submitted on a voluntary and anonymous basis but there is concern that it would be shared or coached by the Union and used to argue certain points or changes that they are concerned with possibly losing the individual opinions that are sought in this process. At this time do the risks to union relations outweigh potential advantages to the evaluation process? Members of the subcommittee will look at other Public sector examples of this and we will continue the discussion in December.

#### 6) New Business

- a) A motion was made to close the library on December 1 from 9AM to 12PM for staff training and a general staff meeting. The motion was seconded and passed unanimously.
- b) The request to close the library in order to facilitate the RFID tagging was withdrawn.
- c) The Action plan for FY 2019 will coincide with when we anticipate that Building Grant money will be made available. This means that additional considerations such as: Where would the library move to? How would staffing and programs work? will need to be addressed. Peter Fuller recommended a long range planning process that we will begin in January 2018, he will present a draft plan to the BoLT in January but it would be a good idea to seek public input on the long range planning.
- d) Budget request for FY 2019 will be increased by approximately 4-5%. Revenue streams come from the Town, the Friends of the Library and State Funds. The process of moving toward a new building the Library will try to increase some things like programming and museum passes. The SAILS assessment and Overdrive assessment are expected to increase the book budget of 15% is a requirement.

#### 7) Policy Reviews

## Board of Library Trustees

### Minutes of the November 8, 2017 Meeting

Approved 12/20/2017

- a) Policy on posting signs on library property will be integrated into the display place policy. Peter will send the BoLT a draft for review and a vote will take place in Dec.
- b) The Internet Use, Web Links and Social Media Policies are being reviewed by staff for potential changes in 2018

#### **8) Other Business**

- a) Kate Hibbert asked the board to consider funds to provide staff with fleece jackets with the Seekonk Public Library logo on it. These would be used both in the building and during various outreach events. A motion was made to “expend funds not to exceed \$1300 from LIG /MEG funds to purchase staff apparel.” The motion was seconded and the motion passed unanimously.

#### **9) Public Comments & Questions – none**

#### **10) Director’s Report**

- a) Peter Fuller reported that negotiations are continuing. Annual performance evaluations for staff will be conducted all at once rather than at the anniversary date of hire. There has been some vandalism on the gazebo on the Meadows. The Library Trust will be looking to install better lighting in these areas.
- b) The Library staff will be having a holiday party likely in early 2018, Peter requested that the BoLT to consider funds to help in defraying the cost of that party. A motion was made to “authorize funds not to exceed \$500 from LIG/MEG funds for the holiday party” the motion was seconded and passed unanimously.

#### **11) Trustee’s Comments, Concerns & Suggestions – None**

#### **12) Next Meeting**

- a) Update on the removal of the Howitzer
- b) Review and vote on Library sign policy

At 7:32 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 20 at 6:00 PM

**Minutes of the December 20, 2017 Meeting**

Approved on: January 17, 2018

1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Sharon Connors, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.

**2) Minutes**

a) A motion was made to accept the minutes of the November 8, 2017 meeting as written.

**3) MAIL & OTHER COMMUNICATIONS**

a) There was a phone call from a patron (non resident) to Sharon Connors. He was upset that the library was closed due to a power outage when he could see lights on in the building. He also stated that staff was rude and wouldn't let him in the building. Sharon explained that there are occasions where safety of the patrons and staff do require an unplanned closure. Peter also provided the Board with the Policy 090, "Appealing a loss or denial of service".

**4) Reports**

- a) Mike Durkay reported that the Howitzer has been removed from the Library grounds. The Attleboro Sun Chronicle published an opinion piece written by Don Kinnenburg. The BoLT needs to come up with a plan to better control the flow of information, try to highlight the positive programs and events. Peter will reach out to the Sun Chronicle in Jan and report back to the BoLT.
- b) Library Building Project Steering Committee – The Steering Committee will meet again on Jan 9 and RFI's are due back the second week of Jan. Peter has received some information but the committee will review them in Jan.
- c) Seekonk Library Trust, Peter Fuller – The Trust met on December 5 and elected officers. The trust had a good year financially, and the New Century campaign has gotten about 40 responses to date. The Trust sent out postcards with examples of Library services and their value. It is calculated based on known matrices but the number is an abstraction.
- d) Friends of the SPL, Kathy Lussier reported that the Vendor Fair was successful and raised about \$1500.

**5) Old Business**

- a) The BOS will be discussing the MOA on Dec 27, 2017. At this time the Board will table the discussion as there has been no input or changes submitted by the BOS.
- b) There was a discussion led by Bill Barker about the potential issues that might result from using a unionized staff to aid in Library Director evaluations. Some concerns include "direct dealing" as well as potential impacts to future collective bargaining. There is no evidence for this kind of process in other unionized municipal settings. There is potential gain but it might not be worth the effort in a unionized environment. Sharon commented that it is likely that in this case the

**Minutes of the December 20, 2017 Meeting**

Approved on: January 17, 2018

risks would outweigh the benefits and could harm management rights. Lynn commented that if we are not going to use staff input we may need to change the evaluation tool. Sharon replied that we will continue to look at the evaluation tool. The Board of Library Trustees will not be pursuing the polling of the staff for input into the Library Directors evaluation.

- c) The Library Directors evaluations have been completed by the Board. The evaluations will be compiled and sent to the Board and also to Peter for his review. We will discuss the evaluation in January.
- d) The Seekonk Meadows Advisory Committee discussion has been postponed until January. The Board will look into appointing members to the SMAC in January.

**6) New Business**

- a) A meeting was held on December 5 between Ro Walters and Lauren Stara of the MBLC, Chris Blessing of Tappé architects and Peter Fuller to discuss the grant application. There were no changes to the design that are required to be made but there were some comments and suggestions from the MBLC including:
  - i) Recognition that the level of activity here is high and the regional use of our library is high
  - ii) The MBLC recognized that the site dictated much of the design
  - iii) The Design met most of the requirements of the Building Program.The MBLC feels that we should make changes to the design then resend the plans for cost estimates. The MBLC also thinks our funding estimate of July 2018 is not correct. They feel that the grant will likely be funded in the second round of grant funding which will likely occur in July 2021. This gives the Trust time for fundraising but makes the maintenance of momentum difficult.
- b) The Library staff occasionally provides clerical support for the Library Trust but also some minimal support for the Friends of the Library. The BoLT needs to aware of this and be careful of the use of staff time for non Library projects. At some point the Trust will likely need to get a paid staff person or find a way to pay library staff through a separate account.
- c) A graphic representation of the Action plan for FY 2019 was provided to the Board. The Board discussed the proposed plan. No changes were proposed.
- d) Peter provided the BoLT with the initial budget proposal for FY 2019 as well as a summary page. Peter will meet with Sean Cadime and Bruce Alexander before the January meeting. The MAR proposed in the FY 2019 budget exceeds the state required Municipal Appropriation Requirement.
- e) An email was received in the BoLT mail box regarding the Reeds Farm collection of Native American artifacts that is stored in the Library. The email stated that the sender was a representative of the family and had been told that the artifacts were not being stored properly or used by the community. Peter Fuller responded to the email. The artifacts are stored in a locked cabinet in the conference room and are utilized occasionally by Town residents. No further communication has been received on this matter.

**Minutes of the December 20, 2017 Meeting**

Approved on: January 17, 2018

**7) Policy Reviews**

- a) Some edits were made to the Policy on Use of the Library's Display Spaces. This will be provided to the board and a vote will take place in January.

**8) Other Business**

- a) A request was made to add an agenda item to the January meeting to discuss evaluation of the director including the requirement for evaluations to be completed within 30 days of the end of the fiscal year and to discuss changes to the evaluation form.

**9) Public Comments & Questions – none**

**10) Director's Report**

- a) Peter Fuller reported that MA library legislation day at the state house in March. There are also Legislative breakfasts planned at BCC on Jan 19.
- b) Kate Hibbert said that he Library staff will wish to thank the Board for the logo fleeces. They have been ordered but have not been received yet. The staff holiday party has been scheduled for January 12, 2018.

**11) Trustee's Comments, Concerns & Suggestions – None**

**12) Next Meeting**

- a) Update on the MOA
- b) FY 2019 Budget Discussion
- c) Review and vote on Library sign policy

At 7:51 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 17, 2018 at 6:00 PM