

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:02 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 November 14, 2018 meeting as submitted, the motion was seconded and unanimously passed.
- 3) **Executive Session**
 - a) The Board chose not to enter into executive session at this time.
 - b) Peter updated the Board on the current contract negotiations. An agreement has been reached on the base work week and pay increases. Some language regarding jury duty has been amended. Carryover of vacation time has been revised to be consistent with other Town employees.
- 4) **MAIL & OTHER COMMUNICATIONS**
 - a) There was no mail received this month.
 - b) Mike announced to the Board that member Bill Barker has resigned from his position on the Board of Library Trustees.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Peter Fuller, the trustees met with Ed Galvin a former Library trustee treasurer to discuss some of the financial / legal implications of possibly combining the Trust and the Friends of the Library. A small group also watched a webinar about combining Trust and Friends organizations that was put together by Library consultants. Mo Messier, the president of the Friends, will also be showing the webinar to the Friends board.
 - b) Friends of the SPL - Peter Fuller, the Friends met on Mon Dec 17. The Nov 24 book sale / vendor fair was very successful. Mo Messier discussed the idea of combining the Friends with the Trust with the board of directors.
 - c) The Seekonk Meadows advisory committee will be meeting in January 2019.
- 6) **Old Business**
 - a) The Assistant Library director’s contract was modified to reflect the legal changes that were made to the Library Director’s contract. There is language in the contract that uses a formula to calculate vacation days, currently that formula calculates out to 14.5 days. Peter suggested that we remove the language with the formula and make the vacation days a set number at 15 days. A motion was made “to modify the language to reflect existing practices per the current formula to more clearly state that the Assistant Library Director should have 15 days vacation per calendar year.” The motion was seconded and passed unanimously.
 - b) The Board discussed the purchase of an RFID self check out unit. A motion was made “to appropriate an amount not to exceed \$18,000 from LIG/MEG funds for the purchase of the RFID self check out unit. The motion was seconded and was passed unanimously.
 - c) Peter Fuller and Sean Cadime met at the end of November. Language changes to the MOA were submitted to the Town Administrator via email on December 3, 2018. There has been no response from the Town Administrator or the Board of Selectmen at this time.
- 7) **New Business**
 - a) A proposal was received for security cameras to be installed on the library grounds. One camera will be pointed at the Meadows and one that will cover part of the parking lot from the book drop until almost the entryway. A new proposal was received with a cost estimate of \$7500. A motion was made to “authorize an expenditure not

to exceed \$7500 appropriated from LIG/MEG funds for the installation of security cameras.” The motion was seconded and was approved unanimously.

- b) The library received a gift of \$1000 for new furniture in the children’s room. There may be a few additional incidental costs associated with the changes in the children’s room not to exceed \$300. A motion was made to “authorize an expenditure not to exceed \$300 appropriated from LIG/MEG funds for use in purchasing furniture for the children’s room.” The motion was seconded and was passed unanimously.
- c) The Action Plan for FY2020 will be reviewed and voted on at the January meeting.
- d) Peter Fuller reviewed the preliminary FY2020 budget. The Board approved submitting the budget to the Town, the Town will review the budget and it will come back to the BoLT in January.

8) Policy Reviews

- a) There were no changes recommended to Policy #340 Library Policy on Naming and Recognition.

9) Other Business

- a) None

10) Director’s Report

- a) Peter highlighted an increase in Circulation of 4%. Circulation is showing an increase for the second month. State certification should be reviewed and the addendum should be approved by the MBLC in January. A new Page, Bernadette Vaughn, was hired and has already started working. The staff meeting was successful with some good feedback received from the staff.
- b) Kate mentioned that the Stoughton library renovation project can be viewed on You Tube.

11) Public Comment & Questions – none

12) Other Trustees Questions, Concerns and Suggestions - none

13) Next Meeting

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

14) Vote to Adjourn

At 7:35 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 Monday, January 14, 2019 at 6:00 PM

List of Documents:

Meeting Agenda
Draft Minutes of November 14, 2018 meeting
Meeting Request Form
RFID Phase II Options presentation
MOU email
Security Camera proposal
FY2020 Action Plan
FY2020 Budget Summary
Policy #340
Library Director’s Report

Board of Library Trustees

Minutes of the November 14, 2018 Meeting

Approved: Dec 19, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:02 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Sharon Connors, Lynn Cristino, Kathy Lussier 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 October 17, 2018 meeting with revision, the motion was seconded and unanimously passed.
- 3) **Executive Session**
 - a) The Board chose not to enter into executive session at this time.
- 4) **MAIL & OTHER COMMUNICATIONS**
 - a) A Meeting room request was received for use of the meeting room on December 1, 2018 from Angel’s Care Closet. The request was approved.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Peter Fuller, The trust has been looking into reduced rate postage and Lisa Spencer will be attending a marketing seminar. A follow up letter will be sent in Jan with some modifications and there is potential for an update / newsletter to be included in that mailing. During the next meeting there will be discussion of implications for combining the Trust and the Friends.
 - b) Friends of the SPL, Kathy Lussier - the Friends will hold their annual vendor fair and book sale on Sat, November 24 which is also small business Saturday.
- 6) **Old Business**
 - a) The Library director’s contract was reviewed by the town attorney and is now complete. Sharon spoke with the attorney earlier in the week the only revisions were grammatical or clarification edits, no content changes were made. A motion was made “to accept the Library Director’s contract as modified for a period of two years”. The motion was seconded and passed unanimously.
 - b) State certification had been under review as the town contribution to the MAR fell just under certification levels. Peter had filed the appropriate paperwork with the MBLC to begin the appeal. On November 13, the finance committee met and appropriated an additional \$100 to the library to bring the MAR into compliance. Peter will notify the MBLC of the additional funding.
 - c) Peter submitted a request to the town Capital Improvements Committee for \$18,200 for refurbishment of the library restrooms. This request will be reviewed by the CIC ahead of the May2019 town meeting. A request was also made to add additional funds to the Capital request for the RFID project. A motion was made to “adjust the amount of the capital request for restroom repair and refurbishment to \$18,200 and for the RFID project to \$110,000” The motion was seconded and passed unanimously.

The board discussed the use of LIG/MEG funds to continue to accelerate the installation and optimization of the RFID system. A decision on this was tabled until the December meeting.

Board of Library Trustees

Minutes of the November 14, 2018 Meeting

Approved: Dec 19, 2018

- d) Peter's review of the Assistant Library director is informational and is typically in narrative form. There was discussion that it might be better to move to a more structured review process to make it more consistent.
- e) The Library director is recommending a salary increase of 2% for the assistant director. A motion was made "to increase the Associate Director's salary by 2% retroactive to the anniversary date" The motion was seconded and was passed unanimously.
- f) The next step of strategic planning is the construction of a Statement of Values to connect the mission statement to the strategic goals. The original plan was to move forward with community based planning, but we are a little behind the timeline of the process. There are three options at this point
 - i) Accelerate the process as best as we can
 - ii) Eliminate community input and instead get direct input from the board
 - iii) Allow staff members to guide the inputAfter discussion the BoLT feels that it is better to continue the current course and seek input from the community. It was stated that if we rush the strategic plan we are not invested in the process and this is not the best way to go about planning.
- g) There was a discussion of the use of LIG/MEG funds for the purchase of two self check kiosks. Kate Hibbert presented the options to the board and we discussed the various advantages / disadvantages of each. There is approximately \$93,000 available and we receive approximately \$23,000 - \$24,000 annually. Further discussion and vote on this issue will be tabled until the December meeting.
- h) There is no update on the MOA. Edits were not received from the town administrator or the BOS. Mike will reach out to the chairman of the BOS for updates.
- i) A mediation session was held on October 29 we are close to an agreement with only a couple outstanding issues. The Town attorney is working to complete a final draft. The next meeting will be held on December 12.

7) New Business

- a) Vandalism has continued on the gazebo and on the Meadows. The library has requested a quote on possible surveillance cameras to cover the book drop, Meadows and gazebo areas. Also we will be receiving a quote for an internal security system.
- b) The FY2020 budget request will be discussed and voted on at the December meeting.
- c) The library Associate Director has requested funds for a staff holiday party. A motion was made "to fund a staff holiday party not to exceed \$500 from LIG/MEG funds" The motion was seconded and was passed unanimously.
- d) A proposal was presented to purchase 250 branded tote bags as presented. A motion was made "to expend from LIG/MEG funds not to exceed \$500 to purchase logo totes" The motion was seconded and passed unanimously.

8) Policy Reviews

- a) No changes were recommended to Policy 220
- b) No changes were recommended to Policy 230

Board of Library Trustees

Minutes of the November 14, 2018 Meeting

Approved: Dec 19, 2018

- c) No changes were recommended to Policy 210

9) Other Business

- a) Mike Durkay presented Kathy Lussier with a certificate and bookmark to thank her for her service on the BoLT. The position can be filled by the BoLT and BOS but then will be up for re – election for a two year term in April.

10) Director’s Report

- a) Peter presented a proposal to the BoLT for updating the Library’s website. The webform that we currently use is no longer supported. Peter presented three quotes to the board. A motion was made “to allocate funds from LIG/MEG funds not to exceed \$12,000 for updating the Library website” The motion was seconded and passed with 6 yes votes and 1 abstention.
- b) Peter highlighted a positive spike in new patron registration and total circulation in Sept, although the year did start slowly. There has been no notice made to the BoLT or the Library Director about a Holiday tree being planted on the Veteran’s Memorial. Deborah Hunt the Library page has resigned so the library will advertise for a new page to fill that position. The new administrative assistant is working out nicely and Peter is pleased with her performance. Sharon Clarke will return to work on 11/26/18 after a medical leave. Other information is summarized in the director’s written report.

11) Public Comment & Questions – none

12) Other Trustees Questions, Concerns and Suggestions - none

13) Next Meeting

- a) Discussion of strategic planning
- b) Discussion on MOA
- c) Discussion of RFID system upgrades

14) Vote to Adjourn

At 8:05 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 19, 2018 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of October 17, 2018 meeting

Meeting Request Form

Library Director’s Employment agreement

Letter of MAR waiver to the MBLC / Reserve Fund Transfer Advisory

Capital Request Submission

Review of the Associate Director

Examples of Strategic goals

RFID Phase II Options presentation

Tote bag examples

Policy 220, 230 and 210

Board of Library Trustees

Minutes of the November 14, 2018 Meeting

Approved: Dec 19, 2018

Town by-laws regarding the replacement of a board member

Web Services Vendor bids

Board of Library Trustees

Minutes of the October 17, 2018 Meeting

Approved Nov 14, 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, Lynn Cristino, Kathy Lussier 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 September 19, 2018 meeting with revision, the motion was seconded and unanimously passed.
- 3) **Executive Session**
 - a) A motion was made to enter into executive session at 6:07PM to approve previous executive session minutes. All in attendance voted “aye” to enter into executive session.
 - b) At 6:11 a motion was made to enter back into regular session. All attendees voted “aye” to enter back into regular session.
- 4) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was sent on October 2, 2018 to the MBLC regarding our current MAR contribution from the Town. The MAR is currently just under the minimum amount required to maintain certification. The current contribution should increase once the new contract is agreed upon and the Town approves the additional expenditure. This is expected to happen at the Nov Town meeting.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Peter Fuller, The trust has recently sent out its annual appeal letter. They have also hired someone to help with clerical work so that the library staff will have minimal involvement.
 - b) Friends of the SPL, Kathy Lussier - the Friends will hold their annual vendor fair and book sale on Sat, November 24 which is also small business Saturday. Some members of the Friends board have been regularly meeting with members of the Library trust. The Friends by-laws have a specific by-law that gives the BoLT liaison voting rights and a specific term. Kathy Lussier would like to ask the Friends to amend that by-law to make the BoLT member position a non-voting, advisory position.
 - c) Meadows Advisory Sub Committee – Lynn Cristino - the next meeting of the MASC will be held on October 24, 2018.
- 6) **Old Business**
 - a) The revisions to the MOA were sent to the town manager and the Board of Selectmen on September 20th. The Chairman of the BOS would like members of the BoLT to attend the October 24th Board of Selectmen meeting for a final discussion of the MOA. There is no vote on the MOA as it is still a working document. David Viera of the BOS and veterans committee has asked to erect a holiday tree near the Veteran’s memorial. There has been no specific details on this proposal at this time. Mike will be in contact with the BOS regarding this and the MOA.
 - b) The Library Director’s contract is still under review by the Town’s legal consul.
 - c) Peter updated the BoLT on current labor negotiations. He feels that we are close to a settlement. The next meeting will be held on October 29.

Board of Library Trustees

Minutes of the October 17, 2018 Meeting

Approved Nov 14, 2018

- d) The administrative assistant position has been filled. Vanessa Mota has been hired, paperwork has been sent to the Town, and the expected start date is October 29, 2018.

7) New Business

- a) Peter is still completing the written evaluation for the assistant director. But he notes that Kate has done an outstanding job in her second year at SPL and has taken on responsibility beyond the scope of her original job description. For example, she has taken on a leadership role in the RFID project. Sharon stated that she has demonstrated an increase in positive energy and is involved in many aspects of the daily running of the library. Mike stated that the relationship between the library director and the assistant director works very well and it has been good to see that relationship move forward over the last year. Peter will provide a written evaluation to the BoLT before the next meeting.
- b) Peter is recommending that the BoLT Approve a 2% raise for the assistant director. He also suggests that we model the contract after the library director's contract once it is approved by legal counsel and returned to the BoLT. He would also like to recommend that the Board consider adding additional vacation time to the assistant director's contract.
- c) The Board continued the discussion of the Strategic Planning process. The next step will include writing values statements and statements of general principals which inform how the mission statement translates into action. We will need to recruit individuals from the community (stakeholders) that would be willing to serve on a planning committee. The Board discussed adopting a new mission statement. A motion was made to adopt "*The Seekonk Public Library enriches lives, broadens horizons, and strengthens community.*" as the new mission statement. The motion was seconded and passed unanimously.
- d) There was discussion of utilizing LIG/MEG funds for planning purposes. A motion was made to "authorize the use of up to \$500 of LIG/MEG funds for miscellaneous planning expenses" The motion was seconded and approved unanimously.
- e) Peter stated that the current restrooms were in desperate need of repair. They are frequently out of order and are generally in bad shape. Three years ago the library added \$7500 to the capital plan for restroom repair but those funds were not used. It is estimated that it would take approximately \$8500 at this point to make necessary repairs and refurbishments to the public restrooms.
- f) Peter presented the BoLT with an updated funding request for the RFID project. There is a need for an approximately A\$95K increase in funding over a two year period. The funding could be reached through a potential modification to the FY2020 Town Capital Improvements budget, or through a \$35K expenditure from LIG/MEG funds. The changes in cost reflect a delay in the new building project as well as some recent improvements to RFID equipment that is available for purchase. The BoLT discussed both asking the Town for the additional funding and using existing LIG/MEG funding to keep the project moving forward. Of specific discussion was the potential to install RFID compatible security systems in the current building. The original capital plan was made based on a new building being completed before security measures needed to be installed.

Board of Library Trustees

Minutes of the October 17, 2018 Meeting

Approved Nov 14, 2018

(a) A motion was made “to submit to the Town a request for capital expenditure for FY 2020 of \$8500 for refurbishment of public restrooms including tiles, partitions and plumbing and of \$40,000 for the continuation of the RFID project.” The motion was seconded and passed unanimously.

g) The Veteran’s Day Ceremony is expected to take place at the Veterans Memorial Park on Monday November 12, 2018. The library is closed that day but the lobby will be made available to the public for use of restrooms if requested by the Veteran’s Committee.

8) Policy Reviews

a) The board discussed the changes to Policy 40 “Library Patron Records Policy” as previously edited and presented to the board at this meeting. A motion was made “to approve changes to Policy 40, Library Patrons Records Policy as written.” the motion was seconded and passed unanimously.

9) Other Business

a) Kathy Lussier will be resigning from the Board of Library Trustees as of November 30, 2018. She has accepted a position as the Executive Director of SAILS, and as such she can no longer serve on the BoLT. The Board will consider possible candidates to fill the vacant position.

10) Director’s Report

a) A 13 year old remained inside the building after lock up on Thursday Oct 11. Police were called when the internal motion alarm was triggered. Peter was also immediately notified and sent notification to the BoLT. Other information is summarized in the director’s written report.

11) Public Comment & Questions – none

12) Other Trustees Questions, Concerns and Suggestions - none

13) Next Meeting

- a) Discussion of strategic planning
- b) Discussion on MOA
- c) Discussion of Associate Director’s review

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, November 14, 2018 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of September 19, 2018 meeting

Minutes of the executive session held on March 26, 2018

Minutes of the executive session held on June 20, 2018

Letter to MBLC regarding MAR

Letter to Town Administrator regarding the MOA

Vanesa J. Mota resume

Summary of BoLT planning session held on October 10, 2018

Information on RFID Project phases

Board of Library Trustees

Minutes of the October 17, 2018 Meeting

Approved Nov 14, 2018

Draft of Policy 40, Patron Records

Library Director's Report

Board of Library Trustees
Minutes of the Sept, 19 2018 Meeting

Approved October 17, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:06 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Sharon Connors, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director was also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the August 8, 2018 meeting as written, the motion was seconded and unanimously passed.
 - b) Approval of Executive Session minutes from March 26, 2018 and June 20, 2018 has been postponed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room request was received from the Community Autism Resources group to use the large meeting room on October 9, 2018. The meeting request was approved.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust, Ann Caldwell – The Trust has decided to accept the report from consultant Deb Guthrie and seek her help on a case by case basis. The Trust is working on adding “large” donors to the donor list and has been recently attended the Friends of the Library meeting to discuss with them better cooperation and coordination of fundraising efforts between the groups. Both groups are 501C non profit groups.
 - b) Friends of the SPL, Kathy Lussier - the Friends will meet again on Sept 24.
 - c) Meadows Advisory Sub Committee – Lynn Cristino - the first meeting of the Meadows committee was successful. They will act as an advisory group to the BoLT. It is made up of Town officials as well as resident volunteers. They are working on the definition of Passive Recreation as it applies to the space, as well ideas for use of the space as facilities and not just recreation. They committee also discussed better signage regarding by law violations and connections to other recreation areas.
- 5) **Old Business**
 - a) There was discussion of the MOA as sent back to the committee by the BOS. The BoLT made some edits to the document and discussed the timeline for notification of changes made on the site. Peter will present them to the Town Administrator. Mike will also email the BOS chair and let him know that edits have been sent back to the committee.
 - b) The Library Director’s contract is still in review by the Town’s legal consul. The 90 day provision from the previous contract expires on Sept 30. As such a motion was made “In the absence of opinion from legal consul on the Library Director’s new contract, the Board of Library Trustees will modify Section 4 of the current contract to extend the existing contract for an additional 180 days”. The motion was seconded and passed unanimously.
 - c) Peter updated the BoLT on current labor negotiations. He feels that we are close to a settlement that includes discussion of Holidays and wage increases. The next meeting will be held on October 9.

- d) The Board discussed the recently concluded Library Director's review process. Discussion included the desire to keep all participation anonymous. The distribution of summarized evaluations to the board before the meeting constitutes a violation of OML, a new way to distribute the evaluations will be sought. Some members thought the performance evaluation tool was supposed to be less of an average / accumulation than previous tools. They would like to see a commendations / recommendations section added. The Board should make an effort to work as a group and not as individuals and to help the Director and library staff rather than make things more difficult.
- e) Peter outlines his thinking on when notice of certain happenings goes out to the entire board versus when notification is made only to the Chair. Follow up on discussion of communication protocols was postponed.
- f) Follow up discussion about Holiday closings was postponed.
- g) Follow up discussion about the fax service was postponed.

6) New Business

- a) The BoLT has scheduled a meeting on October 10, 2018 at 6:00 PM to begin the strategic planning process.
- b) The administrative assistant position was posted on September 18, 2018.
- c) The Assistant Director's Performance Evaluation discussion was postponed.
- d) The Director's recommendation to adjust the Assistant Director's salary has been postponed.
- e) The discussion of the use of LIG/MEG funds to supplement the RFID conversion has been postponed.
- f) The Annual Report for Fiscal year 2018 was reviewed for submission to the Town. A motion was made to submit the report as modified, the motion was seconded and passed unanimously. Peter will submit the report the Town.

7) Policy Reviews

- a) The continued discussion of Policy 040 Patron Records was continued for further discussion in Oct.

8) Other Business-none

9) Director's Report

- a) August / September directors report was submitted to the Board.

10) Public Comment & Questions – none

11) Other Trustees Questions, Concerns and Suggestions

- a) Bill is looking for another board member to continue the modification of the Director's performance evaluation. Things still needing improvement include the Board relations portion of the evaluation, refining of the definitions of the four review areas, setting of concrete goals for the Library Director or Board. How can we increase communication of the Board? It was suggested that we try to review those goals more often during the year, perhaps every three months or so.

12) Next Meeting

- a) Discussion of strategic planning
- b) Discussion of Associate Director's review
- c) Policy 040 review

13) Vote to Adjourn

At 8:10 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 17, 2018 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of August 8, 2018 meeting

Draft Minutes of the June 20, 2018 meeting

Meeting room application form from Community Autism Resources

Revised Draft Memorandum of Agreement dated September 4, 2018

Draft Seekonk Public Library Annual Report to the Town for FY18

Draft changes proposed to policy 040 Patron Records

Notes for the August / September Director's Report

Mass Libraries FY2019 State Aid to Public Libraries Financial Report.

Board of Library Trustees
Minutes of the August 8, 2018 Meeting

Approved: Sept 19, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Sharon Connors, Lynn Cristino, Kathy Lussier 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 June 20, 2018 meeting as edited, the motion was seconded and unanimously passed.
 - b) Approval of Executive Session minutes from March 26, 2018 and June 20, 2018 has been postponed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was sent to Neal Abelson, Town of Seekonk Building Inspector stating that the BoLT intends to exercise an exemption from the Town’s permitting process regarding the Town’s temporary sign policy.
 - b) A memo was received from the SAILS network with the breakdown of the FY2019 Membership Assessment.
 - c) A meeting room request was received from the Seekonk Area Moms group to use the large meeting room one Fri per month for open play group time. A motion was made to approve the meeting room request, the motion was seconded and unanimously approved. Additional discussion regarding an edit to the meeting room request form was accepted by the Board. The check box that is labeled as “is a non-profit organization” will be changed to “is a for profit organization”.
- 4) **Monthly Committee Reports**
 - a) Library Building Project Steering Committee, Alyssa Richard – The Steering Committee has not met since May. We will try to schedule a meeting before the next BoLT meeting and start to put together a list of pros / cons to moving forward with the project on a more accelerated schedule. The Board also discussed other Town projects that will be seeking funding in the next few years and potential timelines for those projects. Mike will try to reach out to Bruce Alexander in the next month about possible Town projects.
 - b) Seekonk Library Trust, Ann Caldwell – The Trust will meet on the August 14, 2018.
 - c) Friends of the SPL, Kathy Lussier the Friends did not have a summer meeting but will have a book sale on August 11.
- 5) **Old Business**
 - a) There was discussion of the Directors evaluation and a motion was made to accept the Director’s self-evaluation for FY2018. The motion was seconded and was passed unanimously.
 - b) The Director’s contract has an approved salary increase range of up to 3.5%, other Town department heads have typically been given a 2% yearly increase. A motion was made “To make a 2% increase to the Library Director’s salary for FY2019 retroactive to July 1, 2018.” The motion was seconded and passed unanimously.

- c) The BoLT discussed a recent complaint that was submitted to the MBLC and sent to the Boston Globe via email. The complaint was previously discussed by the Board in January and we asked the patron to submit a written complaint. No formal written complaint was received by the Board from the complainant since that time but he did continue to make phone calls to various Board members and Library staff. Peter has advised The Town Administrator and Chief of Police of the complaint. As the Board has not received a written complaint the Board will wait to act until a written complaint is received.
- d) The discussion of a draft Interim Strategic Plan was postponed until September.
- e) The Library Director's contract was sent to legal consul for review on July 17. It has not been received back. We have entered into the automatic 90 day extension period as per the current contract.

6) New Business

- a) The library will be adding ukuleles to its collection that will be available to patrons to borrow for a two week lending period. A motion was made "To add a late fee of \$1.00 per day to a maximum of \$6.00 for ukuleles to the schedule of fees". The motion was seconded and approved unanimously.
- b) The discussion of the proposed Planning and Activity Calendar for FY19 has been postponed until the September meeting.
- c) Peter has requested that the library be closed on Friday, December 7, 2018 for staff training. A motion was made "to approve the closing of the library on Friday, December 7, 2018 for staff training". The motion was seconded and approved unanimously.
- d) The Board discussed the development of a new three year strategic plan. We have agreed to set up a workshop date to discuss goals and planning. Peter will send out a poll with some dates to pick from. The goal is to have a finalized plan before May, a plan should be in place before we make an attempt at securing town funding for the building project.
- e) The discussion of holiday closings such as Veteran's day and early closure the day before Thanksgiving has been withdrawn until contract negotiations have been completed.

7) Policy Reviews

- a) There was a discussion of Policy 040 Patron Records. The policy was discussed and tabled for further discussion in Sept.

8) Other Business-none

9) Director's Report

- a) Peter Fuller presented the committee with the monthly report. Bill asked about complaint regarding the fax machine cost as presented in the Director's report. Peter responded that the Fax24 service was primarily added to alleviate the need for a librarian to assist in the faxing, and to free up printer time.

10) Public Comment & Questions – none

11) Other Trustees Questions, Concerns and Suggestions

- a) Bill is looking for ideas for the communication piece of the FY19 performance evaluation tool. The discussion will be added as an agenda item for the September meeting, please let Bill know if you have anything you would like added to the discussion.

12) Next Meeting

- a) Revisit FY19 performance evaluation tool
- b) Discussion of strategic planning
- c) Policy 040 review

13) Vote to Adjourn

At 8:00 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, September 19, 2018 at 6:00 PM

Board of Library Trustees

DRAFT

Minutes of the June 20, 2018 Meeting

1. **Call to Order** - the Chairperson Mike Durkay called the meeting to order at 6:03 PM. Other trustees attending were Bill Barker, Ann Caldwell, Kathy Lussier, and Sharon Connors. Peter Fuller, Library Director was also present.
2. **Town Building Needs** - Bruce Alexander, Town Finance Director, was present to answer Trustee questions about the Town's Capital building needs, with particular emphasis on how the Library's proposed new building proposal fits into the overall capital plan. Mr. Alexander stated that the existing capital building plan was good through 2023 and although the new library building was not yet part of that plan, should the library receive the grant award from the state prior to the anticipated 2022/2023 timeframe, there was still some capacity within the plan that might be available for library purposes. Mr. Alexander also stated that other projects that were already included in the Town's plan (Phase 2 of the Senior Center, a south-end Fire Station, and the relocating/rebuilding of DPW) - although listed in the plan - had yet to progress beyond feasibility studies. Discussion then focused on the need to develop a strategy and timeline for requesting approval from the Town for matching funds for the library building project.
3. **Minutes from Previous Meetings**
 - a) A Motion was made to accept the minutes of the May 16, 2018 meeting as edited. The motion was seconded and passed unanimously.
4. **Mail & Other Communications** - none.
5. **Vote to Enter into Executive Session** - A Motion was made and seconded to enter into Executive Session to discuss the new employment contract for the library director. The motion passed unanimously by rollcall vote. After discussion, another motion was made and seconded to return to the regular meeting, and said motion passed unanimously by rollcall vote.
6. **Monthly Committee Reports**
 - a) **Building Project Steering Committee** - Kathy Lussier reported that the committee met with the Building Project architect. He stated that when the MLBC approves the project, it does so either as planned or with recommendations for changes. If changes are recommended by MLBC, said recommendations are not requirements and changes do not have to be made. Whatever monetary award is made, said award is considered the cost ceiling. If the plans were to be modified after receiving approval, the modifications would have to fit within the monetary grant award resulting in no cost overruns. The Steering Committee also had a discussion about how best and when to begin the campaign of requesting funding from Town meeting. This would need further discussion with the Friends of the Library, the Library Trust, the Library Board of Trustees to determine what tasks needed to be done and by whom and when for maximum result.

- b) **Seekonk Library Trust** - Ann Caldwell reported that at their last meeting, their Investment Manager talked about how the money was being invested. Their Consultant Deborah Guthry was working with a small group to plan out activities for getting support and raising funds for the library project.
- c) **Friends of the Seekonk Library** - officers were elected at the last meeting. Also, Jolene Vatcher was nominated for the Sharon St. Hilaire award.

7. Old Business

- a) **Discussion of issues pertaining to moving the library building project forward** - Kathy Lussier reported that she had attended a Massachusetts Library Association session on Advocacy by the Office of Campaign & Political Funding. The information given was the permitted and prohibited activities of campaign funding raising, such the types of written communications that can be developed by whom to distributed to whom, what activities paid staff and/or municipal resources can and cannot be done with regard to interaction with the public, and so forth. The MLBC is available to talk to the Trustees about what we can/cannot do when running or participating in a fundraising campaign. This triggered another discussion by the Trustees on when was the best time to begin the fund raising campaign and at which Town Meeting would the request for funding be made. It was concurred that more input from the Friends of the Library and the Library Trust would be helpful in developing and finalizing a fund-raising plan.
- b) **Consider taking action on the Memorandum of Understanding with the Board of Selectmen** - upon review of the changes to the MOU by the Town Administrator, several concerns were raised by Board members regarding whether the document was specific enough and narrow enough to the issue of conflict resolution only of a decision made by the Library Board of Trustees which was subsequently opposed by another party versus the broader encroachment into the Library Trustee's sole authority to manage and control the **library property**. The Board directed Peter Fuller to share the Board's concerns with the Town Administrator that the language in the MOU might be more clearly stated to the issue of conflict resolution and not to any original decision making.

Mike Durkay suggested that in the interest of time, the Board table the remaining items under Old Business and proceed to Policy Reviews..

8. Policy Reviews Policy -

- a) **Circulation Policy** - this item is tabled until the next meeting.
- b) **Policy on the Disposal of Surplus Property** - a motion was made and seconded to modify the Policy on the Disposal of Surplus Property, as presented. The motion passed unanimously.

9. New Business

- a) **Schedule of Fines and Fees for FY19** - a motion was made and seconded that "The Board of Library Trustees authorize the charging of fees and fines during fiscal year 2019 as presented in the attached schedule." The motion passed unanimously.
- b) **Borrowing Rules for FY 19** - a motion was made and seconded that "The Board of Library Trustees authorize the loan periods and other terms for borrowing library materials during fiscal year 2019 as presented in the attached schedule." The motion passed unanimously.
- c) **Disposal of Surplus Property for FY19** - a motion was made and seconded that "The Board of Library Trustees authorize the library staff to dispose of any surplus library

property during the fiscal year 2019 according to the library's *Disposal of Surplus Property Policy* and procedures established by the library director." The motion passed unanimously.

d) Review of Library Director's self-evaluation for FY18 - Peter Fuller submitted his self-evaluation to the Trustees for their consideration in generating their performance evaluation of Mr. Fuller for FY18. There was discussion about the next steps to be taken and when in order to complete the evaluation process for FY 18. The original time frame would have the Trustees complete their individual submissions by July 6, 2018, for consolidation of scores and comments by July 16, to presentation to Mr. Fuller at the July 18, 2018 Board meeting. However, due to vacation and other scheduling conflicts by various Board members, this schedule could not be met. Bill Barker expressed his concerns that the performance evaluation process needed to be completed as soon as possible, and he was further concerned that if the Board took its usual "one month off in the summer - either July or August", this would push the completion schedule beyond what Mr. Barker considers an acceptable timeframe. Mike Durkay indicated that he would poll the trustees regarding their availability over the summer months to determine when everyone might be available to present Mr. Fuller with his evaluation. Mr. Durkay also stated that even if the process were not completed by July or August and needed to be pushed until September, that timeframe was certainly an improvement over past years.

e) Consider Approving a New Employment Contract for the library director - Sharon Connors reported that a new employment contract was prepared for Mr Fuller for the term July 1, 2018 through June 30, 2020, with an option to extend for up to one year (June 30, 2021) upon sufficient notice as stated in the contract and mutual agreement by the parties. This contract was submitted to the Town Administrator on June 18 for legal review. A motion was made and seconded that "Upon Approval by the Town Administrator that the contract meets all legal requirements, the Board authorizes Mike Durkay to enter into the new agreement on behalf of the Board; however, should approval by the Town Administrator not be received on or before June 30, 2018, the Board authorizes an extension of Mr. Fuller's appointment for up to 90 days, pursuant to Section 4 of Mr. Fuller's existing employment agreement." The motion passed unanimously.

10. **Other Business** - none

11. **Library Director's Report** - Mr. Fuller's written report was submitted in the meeting packet.

12. **Public Comments & Questions** - none

13. **Other Trustee Questions, Concerns & Suggestions** - none.

14. **Next Meeting** -- July 18, 2018.

At 8:20 PM, a motion was made and seconded to adjourn the meeting. The motion was passed unanimously.

Board of Library Trustees

Minutes of the Executive Session

Held during the June 20, 2018 Regular Meeting

Approved: October 17, 2018

Vote to Enter Executive Session: A motion was made to enter executive session to conduct negotiations with nonunion personnel (the Library Director). Present were: Mike Durkay, Sharon Connors, Ann Caldwell, Kathy Lussier, and Bill Barker. The motion to enter into executive session was passed unanimously by roll call vote.

Discussion: The Board discussed with Peter Fuller, Library Director, the terms of the his proposed contract renewal as Library Director upon expiration of his current contract (June 30, 2018). By concurrence of the parties, Mr. Fuller's contract would be renewed for another two years with no other substantive changes in the terms and conditions of the contract. There was discussion as to the procedure for submitting the proposed contract to the Seekonk Town Administrator for the purposes of legal review and approval.

And there was further discussion as to what would happen should the legal review/approval process for Mr. Fuller's new contract not be completed prior to June 30, 2018. The Board indicated its willingness to enter into a subsequent agreement with Mr. Fuller for a period of up to 90 days beyond the expiration date of his current agreement (as indicated in his current contract) to cover his employment gap between the expiration date and the formal approval of his new contract (upon completion by legal counsel and signoff by the Seekonk Town Administrator).

Vote to Return to Regular Meeting: A motion was made to return to the regular meeting in order to formally and publicly vote on Mr. Fuller's new contract, and said motion passed unanimously by roll call vote.

Board of Library Trustees
Minutes of the May 16, 2018 Meeting

Approved on: 6/20/2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Sharon Connors, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert were also present.
- 2) **Re-Organization**
 - a) The Board of Library Trustees held elections for the Chair, Vice Chair and Secretary positions.
 - i) For Chairperson – Mike Durkay was nominated, seconded and approved unanimously.
 - ii) For Vice – Chairperson Sharon Connors was nominated, seconded and approved unanimously.
 - iii) For Secretary Alyssa Richard was nominated, seconded and approved unanimously.
 - b) The liaisons and representatives to the Steering Committee, Friends of the Library and Seekonk Library Trust will remain the same. The Meadows Committee representative (Lynn Cristino) will need to be confirmed at the June meeting.
 - c) The personnel subcommittee will be reorganized to include Bill Barker, Sharon Connors and possibly, Lynn Cristino.
- 3) **Minutes**
 - a) A motion was made to accept the minutes of the April 25, 2018 meeting as edited. The motion was seconded and passed with one abstention.
- 4) **Mail & Other Communications**
 - a) A letter was received from the chapter chair of the Seekonk Public Library Employee Association with concerns for the current contract negotiation process. Mike Durkay will reach out to the Town Administrator to try to expedite the current negotiations.
- 5) **Monthly Committee Reports**
 - a) Library Building Project Steering Committee, Alyssa Richard & Kathy Lussier – The Steering Committee will be meeting on May 29 with Chris Blessen of Tappé architects to discuss concerns brought forth by the MBLC. The BoLT is also trying to set up a meeting with the Town Administrator and Finance Director to discuss possible timelines.
 - b) Seekonk Library Trust, Ann Caldwell – The Trust will meet on May 22 they have hired a consultant to begin an audit of their fundraising process.
 - c) Friends of the SPL, Kathy Lussier – approved the FY 2019 funding request as submitted by the BoLT. The ad hoc Steering Committee is looking for a new member from the Friends of the Library board.
- 6) **Old Business**
 - a) Mike Durkay has been in contact with Sean Cadime, Mr. Cadime is requesting that we set up a meeting after June 4th. Mike will try to set up a meeting either Mon or Tues during the first three weeks in June.
 - b) The Library Budget was passed with no comments at the May 14th Town meeting.

Board of Library Trustees
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Approved on: 6/20/2018

- c) Mr. Cadime provided the BoLT with an edited version of the MOU ahead of the Board of Selectmen meeting. We have not officially received a response from the BOS from the May 2nd meeting. There were some concerns from the BoLT regarding the feeling of the BOS that a public hearing is not necessary. The feeling of the BoLT is that this is not a joint administrative document, the administration of the parcel lies with the BoLT. The MOU would be for dispute resolution only.
- d) The Library Trustee's Award need to be presented to the High School recipient at the Senior Class night on May 30. Kathy Lussier will present the award, or if she is unavailable Mike Durkay will do so.
- e) The Library's strategic plan needs to be updated. The BoLT will work on the Mission Statement and Guiding principles. The staff will work toward specific goals with some guidance. The staff is also working on updating the goals for the Action Plan that will be relevant to 2020 and needs to be completed before the November budget process begins. Please submit any BoLT comments on the Action Plan to Peter before May 26th so a draft may be made available ahead of the June 20th meeting.

7) New Business

- a) In response to the Town bylaw in regards to the Seekonk Meadow Committee the Board of Library Trustees has chosen to not appoint anyone to the Seekonk Meadows Committee at this time. A motion was made "to not appoint the Meadows Committee as described in the Town bylaw for FY 2019" the motion was seconded and passed unanimously.
- b) The Library Directors contract is set to expire in June 30, 2018. The BoLT has three options in regards to the Director's contract:
 - i) Give 30 days notice that the contract will not be renewed
 - ii) Approve a 90 day extension of the existing contract in order to negotiate a long term contract.
 - iii) Begin negotiations now and have the process completed before June 30, 2018The BoLT intends to renew the contract of the current Library Director, as such a motion was made "it is the intent of the Board of Library Trustees to renew Peter Fuller's contract for an additional term to be acted upon at the June 20, 2018 Board of Library Trustees meeting." The motion was seconded and passed unanimously.
Bill and Sharon will review and make any revisions necessary to the current contract and will present them at the June meeting. Any comments from the BoLT in regards to the contract should be submitted to them by June 4.
- c) The discussion of appointing a subcommittee to review the current Library Trustees Bylaws has been postponed until June.
- d) Due to recent damage and repair to the roof of the library the director has asked the BoLT to consider additional air quality testing in the Library once repairs are completed. A motion was

Board of Library Trustees
Minutes of the May 16, 2018 Meeting

Approved on: 6/20/2018

made “to appropriate an amount not to exceed \$1500.00 from LIG/MEG funds for air quality testing.” The motion was seconded and unanimously approved.

- e) A motion was made “to request \$1,600.00 from the Seekonk Library Trust for the support of the Summer Kickoff event at the Seekonk Meadows” the motion was seconded and approved unanimously.
- f) A discussion was conducted on potential nominations for the St. Hilaire Public Service Award. The intent of the award is to honor individuals who have had long term community service to the Town of Seekonk. The award should honor a “body of work” not a single incident. Peter encouraged the BoLT to think about the award in this context and think about some potential nominees to be submitted to the Seekonk Library Trust.
- g) There was a recent email announcing a Library Advisory Specialist through the MBLC. This is not a new position, the MBLC often runs a new Trustees training in the fall, they offer a few sessions in various regions. The MLTA also offers trainings. The Advisory Specialist is available for other interests as well. The Board will make an effort to have at least one Trustee attend the information sessions this fall.

8) Policy Reviews

- a) No changes were recommended to the Meeting Room Use Policy.

9) Other Business-none

10) Director’s Report

- a) Peter Fuller presented the committee with the monthly report. The Library will be hosting a “Shred-It” event on June 16. The Meadow’s summer kick off is June 23. Also at a recent SAILS meeting it was mentioned that there is the possibility to have customer’s books automatically renewed, Kate will look into that service and how it might be implemented here.

11) Public Comment and Questions - none

12) Other Trustee Concerns and Suggestions – none

13) Next Meeting

- a) Update on meeting with Town Administrator and Finance Director
- b) Director’s contract and performance review

At 7:41 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 20, 2018 at 6:00 PM

Board of Library Trustees

Minutes of the April 25, 2018 Meeting

Approved: May 16, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert were also present.
- 2) **Re-Organization**
 - a) Reorganization of the board was postponed until the May meeting
- 3) **Minutes**
 - a) A motion was made to accept the minutes of the March 26, 2018 meeting as written, the motion was seconded and unanimously passed.
 - b) A motion was made to accept the minutes of the April 17, 2018 meeting with minor revisions, the motion was seconded and unanimously passed.
- 4) **Mail & Other Communications**
 - a) An invitation was received to join the Massachusetts Library Trustee Association. The BoLT approved a Board membership that will enrolled all of the trustees individually. Peter will respond for the board.
 - b) A Thank you note was received for contributions to the Boston Bruins Pajama Drive that were collected in March and April.
- 5) **Monthly Committee Reports**
 - a) Library Building Project Steering Committee, Alyssa Richard & Kathy Lussier – The Steering Committee met on April 24. The committee has established some goals for each part of the process. The Seekonk Library Trust has hired a consultant to begin a fundraising / management consultant to conduct an audit. The process will take about three months and will help in both the yearly campaign and with the potential large capital campaign. The steering committee is asking the Board of Library Trustees to reach out to the Town administrator and Finance Director to discuss the process of a budget override, long range planning and what other capital projects are on the horizon for the Town. The Steering committee will continue to work on project messaging and discussion of timing of the Town vote.
 - b) Seekonk Library Trust, Ann Caldwell – The Trust met on April 24 and voted to accept a proposal from Deb Guthrie for consulting services to conduct an audit of the current and long term fundraising goals.
 - c) Friends of the SPL, Kathy Lussier - they will meet on April 30 the Blowout Book Sale is scheduled for May 19.
 - d) Meadows Advisory Committee – Peter Fuller – Letters were sent inviting the members of the advisory committee, they will try to schedule an initial meeting in May, the Meadows Opening event will be held on June 23, 2018.
- 6) **Old Business**
 - a) There was a confirmation of the BoLT vote on the replacement of the Howitzer to the Veterans Memorial Site at the 4/18/2018 BOS meeting. The MOU is currently being reviewed by the BOS and is on the agenda for their May 2 meeting. There was also discussion of maintaining the

formality of a public comment period during BoLT meetings that are attended by members of the public.

- b) There were no comments or questions from the BOS regarding the Library's requested budget. \$5000.00 was moved from the equipment budget requested but funds were added to the Town capital budget for library equipment and money was added to the DPW budget for cleaning of the Library 5 times a week.
- c) There is continued discussion between Peter, the Steering committee and the MBLC regarding timing of the building project. The MBLC is still looking at 2021 funding if all goes well. As discussed above the BoLT will pursue further discussions with the Town in order to better understand the override process. BoLT members also suggested that the Steering committee look into reasons that other projects such as Kingston failed to get the necessary Town funding.
- d) The new library director evaluation process is nearly finished. Bill has updated the evaluation form and added an introduction and timeline. He will pass the evaluation on to Kathy to turn into a Google form for ease of compilation. Peter will have two weeks for self-evaluation then the BoLT will have an additional week to complete our evaluation. The process should be able to be completed by the July BoLT meeting.

7) New Business

- a) The BoLT discussed the funding request that Peter will present to the Friends of the Seekonk Library on April 30. There is a total of \$16,740 outlined for the Board's review. A motion was made "to request \$17,000 from the Friends of the Library for FY19 for library programs as discussed." The motion was seconded and passed unanimously.
- b) The Library Trustees award will be given to a Seekonk High School senior as has been previously awarded.
- c) Peter made a presentation to the Board regarding strategic planning. The current strategic plan has already been extended once, and is due to expire at the end of FY2018. There are two ways to think about strategic planning you can work from the future backwards or from the present forward. The strategic planning for results method tries to use both via mixed scanning. Peter recommended to the BoLT that we used the process that has been previously used but Peter will lead the discussion instead of an independent consultant. The BoLT should concentrate on Mission Statement and Goals. The staff will have a draft input on goals and objectives to the Board by June. Then the Board should plan on a half day meeting before sending the document out for public comment.
- d) The East Bay Wind Ensemble has requested to use the Meadows after hours on Fri night June 29, 2018. The official form is pending but the library lobby and restrooms would remain open. This has been a successful event in the past.

8) Policy Reviews

- a) No changes were recommended to the Policy on Accepting Gifts.
- b) No changes were recommended to the Library Policy on Naming and Recognition.

Board of Library Trustees

Minutes of the April 25, 2018 Meeting

Approved: May 16, 2018

- c) The Trustee's Policy on Placing Items on the Trustee's Agenda was discussed. The policy would be better suited to a BoLT bylaw and should be added when the Bylaw review happens. A motion was made "to remove policy 401 from the Library policies" the motion was seconded and was unanimously approved.

9) Other Business-none

10) Director's Report

- a) Peter Fuller presented the committee with the monthly report. There are some continuing questions about the best use for the space currently occupied by the Innovation Center, is that space being fully utilized, should it be repurposed into other uses possibly as a work center / office space. There was also a discussion of the trends regarding patron registration vs the physical use of materials. This ten year data was presented to the BoLT along with the monthly report.

11) Public Comment and Questions - none

12) Other Trustee Concerns and Suggestions – none

13) Next Meeting

- a) Update on the Town Meeting
- b) Update on MOU

At 7:35 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, May 16, 2018 at 6:00 PM

Board of Library Trustees
Minutes of the April 17, 2018 Meeting

Approved: April 25, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Sharon Connors, Lynn Cristino, and Alyssa Richard. Peter Fuller, Library Director was also present.
- 2) **Minutes**
- 3) **New Business**
 - a) A motion was made “to place the Howitzer on the south side of the Seekonk Veterans Memorial as previously discussed with the Town Administrator and representatives of the Board of Selectmen. The motion was seconded.
There was discussion regarding if DPW had cleared the location based on lighting and sprinkler system. Mr. Viera stated that the Howitzer has been sent out for refurbishment and they hope to have it back in place by the Memorial Day parade, it is unlikely the permanent pad and other permanent structures will be ready by then. There was also discussion of continuing to work on the MOU with the Board of Selectmen.
The motion passed by a unanimous vote.

- 10) **Next Meeting**
 - a) Update on the MOU

At 6:17 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 25, 2018 at 6:00 PM

Board of Library Trustees
Minutes of the March 26, 2018 Meeting

Approved: April 25, 2018

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director was also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the January 17, 2018 meeting as edited, the motion was seconded and unanimously passed.
 - b) A motion was made to accept the minutes of the February 21, 2018 meeting as written, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Communication was received from the Mass. Board of Library Commissioners announcing the LIG / MEG grants and Nonresident Circulation Offset Award for the second half of FY2018.
- 4) **Executive Session**
 - a) A Motion was made to go into executive session, the motion was seconded and passed by a unanimous roll call vote.
 - b) A Motion was made to return to open session, the motion was seconded and passed by a unanimous roll call vote.
- 5) **Old Business**
 - a) Staff and some BoLT members have completed the Mass Conflict of Interest Law online training. The rest of the Board is encouraged to complete that training as soon as possible and get the paperwork to the Town Clerk.
 - b) The new bookdrop is here, it has been placed in a temporary location near the back door. It is not likely to be returned to the parking lot due to insurance concerns. It will likely move to a permanent location next to the temporary storage shed. The DPW is working with the library staff to install safety equipment around the book drop. The roof damage sustained during the March nor'easter has been temporarily repaired. An estimate was received of approximately \$20,000 to repair 40 sq ft of roof. There were 673 books lost. There are some concerns about the potential for asbestos contamination with the work needing to be done on the roof. It is unlikely that repairs will lead to asbestos contamination but we will look into retesting air quality in the library after repairs are complete.
 - c) A revision to the proposed library director's performance evaluation was presented to the Board. The presented modifications would be used for the FY 2018 evaluation process that will begin in June. There was discussion including whether a number or letter system would be more useful. Kathy asked if they are necessary at all if our focus will be on discussion of statements. Bill stated that he thought we needed some ranking either number or letter to justify raises. Mike suggested that we accept the proposed format for FY2018, the subcommittee will take the comments and consolidate them as they have in the past for Board consideration and discussion. The BoLT has agreed to use this format for the current year with continuing refinement going into FY 2019. Bill will put together definitions and a timeline and work with Kathy to turn it into a Google form that can be distributed to the BoLT.

Board of Library Trustees
Minutes of the March 26, 2018 Meeting

Approved: April 25, 2018

- d) There is no additional information regarding the BOS discussion or acceptance of the MOU.
- e) There was discussion of whether or not the BoLT should make a formal response / position on the Town Howitzer referendum, it was decided that at this time there should be no additional public comment from the BoLT, but some discussion with the BOS is warranted ahead of the election.

6) New Business

- a) The discussion of modifying the Emergency Closing Procedures and how we notify the public has been postponed to April.
- b) There was a discussion of using funds from the Smart Memorial trust to pay for staff professional memberships. A motion was made “to appropriate up to \$500 as necessary from the Smart Memorial Trust to cover staff training and membership fees”. The motion was seconded and unanimously approved.
- c) The discussion of making a request to the Seekonk Library Trust for replacement furnishings was postponed until April when Kate Hibbert can make a presentation to the BoLT.
- d) A motion was made “to open the library at noon on Friday May 4th for a general staff meeting and training.” The motion was seconded and unanimously passed.
- e) The Discussion of approaches for developing a new strategic plan for the library was postponed until April.

7) Policy Reviews

- a) There was a discussion the Policy on Behavior in the Library. A motion was made “to accept the changes to the Policy on Behavior in the Library, #080.” the motion seconded and was unanimously approved.
- b) The policy on Decertified Libraries discussion was postponed until April.
- c) The discussion on Customer Services Policy was postponed until April.

8) Other Business-none

9) Reports

- a) Library Building Project Steering Committee, Alyssa Richard – The Steering Committee will meet again on March 27 along with the Seekonk Library Trust and potential consultant Deb Guthrie.
- b) Seekonk Library Trust, Ann Caldwell – The Trust will meet on the March 27, 2018 with a presentation from potential consultant Deb Guthrie.
- c) Friends of the SPL, Kathy Lussier no report at this time.

10) Public Comment - none

11) Director’s Report

- a) Peter Fuller presented the committee with the monthly report. Bill asked if book purchasing was on target with the end of the quarter approaching. Peter responded that we are although new releases can have some seasonal spikes.

12) Next Meeting

- a) Update on the Town Vote

At 7:41 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 25, 2018 at 6:00 PM

Board of Library Trustees

Minutes of the February 21, 2018 Meeting

Approved: March 28, 2018

- 1) Call to Order – Vice - Chairperson Sharon Connors called the meeting to order at 6:12 PM. Other Trustees attending were Bill Barker, Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Peter Fuller, Library Director and Kathleen Hibbert, Associate Director were also present.
- 2) **Minutes**
 - a) Revisions were proposed to the Jan 17, 2018 minutes. The minutes were held until the March meeting.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Trustees were reminded to complete the state conflict of interest training.
- 4) **Old Business**
 - a) Update on proposed memorandum of agreement – The selectman had a discussion about the proposed Memorandum of Agreement. Peter still has not received proposed changes from Town Administrator Shawn Cadime. The concerns centered on the 5th member of the joint committee. The Trustees had proposed appointing a member of the Seekonk Library Trust as the 5th member. The Selectmen suggested that the Town Moderator appoint the 5th member.
 - b) Evaluating the Director’s performance for FY 2018 and beyond – B. Barker presented a proposed rating scale and areas of evaluation for the director’s evaluation with the goal of moving to a process of continuous review and more two-sided conversations. Since it is a transition year, he suggested starting with the four broad areas of evaluation that are in the existing evaluations and changing the rating scale to a 1-to-3 scale. With this scale, trustees would need to provide comments whenever giving a 1 (exceeds expectations) or a 3 (does not meet expectations). Several Trustees indicated that they would prefer to eliminate a numbered scale and to provide a narrative evaluation since the comments provide better quality feedback than the numbers. L. Cristino volunteered to put the current evaluation form in another format, with no rating, and send to B. Barker for review.
 - c) Update on the status of the FY2019 Budget – The Library Director met with the Town Administrator and Finance Director on January 30th. There were no objections or concerns raised with the budget as presented. Peter also notified them of the recent communication regarding the Reed Farm collection.
 - d) Consider appointments to the Seekonk Meadows Advisory Committee - Peter presented the committee five prospective members of the new Seekonk Meadows Advisory Committee. A motion was made to “Appoint these five individuals, Jackie Proulx, Jennifer Miller, John Pozzi, Jeff Faria, and Cheryl Faria to the Meadows Advisory Committee for a three year term” The motion was passed unanimously.
- 5) **New Business**
 - a) BoLT’s position on the howitzer and the April referendum – The Trustees discussed the current developments with the April referendum and BOS recent discussion of the legality of the May 2013 Town Meeting vote.

Board of Library Trustees

Minutes of the February 21, 2018 Meeting

Approved: March 28, 2018

- b) Accelerating the timeline for the library building project – P. Fuller noted we might want to consider a vote on the bond for the library project a little earlier than we had been planning. If we have bond approval ahead of time, it could possibly move us higher on the state’s waiting list as well. This will continue to be an ongoing topic of discussion with the Steering Committee.
- c) Consider an appropriation from state grant (LIG/MEG) funds for volunteer recognition – The Volunteer Recognition luncheon is scheduled for Saturday, April 21. In addition to the luncheon, the library would like to provide volunteers with fleeces, which will help keep them warm when sitting in the lobby. On a motion from K. Lussier, 2nd from A. Caldwell, Trustees unanimously approved an appropriation not to exceed \$1,000 for the volunteer recognition luncheon.
- d) Consider an appropriation from the Smart Memorial Trust for staff training & workshops – This discussion was tabled until the March meeting.
- e) Consider making a request to the Seekonk Library Trust for a grant for replacement furnishing– P. Fuller noted that the library is in need of new furniture. The children’s room has furniture that is ripped and falling apart. The library would also like new folding tables that are easier to move and set up in the meeting room. The furniture can be used in the new library. On a motion from L. Cristino, seconded by A. Caldwell, trustees unanimously voted to ask the Seekonk Library Trust for funds not to exceed \$1,500 to purchase this furniture.

6) Policy Reviews

- a) Policy on Unattended Children in the Library - Tabled until the March meeting
- b) Policy on Behavior in the Library – Tabled until the March meeting

7) Reports

- a) Library Building Project Steering Committee, Peter Fuller – P. Fuller reported that the Steering committee met with Julia Emlen, a fundraising counselor who has offered to provide some assistance to the committee. She helped the committee narrow down to a particular paid fundraising consultant to work on the project. The Steering Committee will ultimately make a recommendation to the Trust, which is responsible for hiring the consultant. She also talked to the committee about developing a clear and concise message for the campaign.
- b) Seekonk Library Trust, Peter Fuller – reported that the Trust is meeting next week.
- c) Friends of the SPL, Kathy Lussier no additional news to report from the last Friends meeting. P. Fuller noted that the friends have shared their database of members with the library.
- d) P. Fuller submitted a written director’s report. He highlighted the Meet the Candidates event the library is sponsoring on March 24. The goal is to encourage people to become more engaged in local politics.

8) Other Business

- a) The library would like to sponsor a Food for Fines week again during the week of April 8. On a motion from L. Cristino, seconded by A. Caldwell, Trustees unanimously approved doing library food for fines with up to \$1 in fines being waived per item donated.

9) Public Comments & Questions – none

10) Trustee’s Comments, Concerns & Suggestions – None

Board of Library Trustees

Minutes of the February 21, 2018 Meeting

Approved: March 28, 2018

11) Next Meeting

At 8:07 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, March 21, 2018 at 6:00 PM

Board of Library Trustees
Minutes of the January 17, 2018 Meeting

Approved: February 21, 2018

Board of Library Trustees
Minutes of the January 17, 2018 Meeting

- 1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Bill Barker, Ann Caldwell, 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 December 20, 2017 meeting with minor edits.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Meeting requests were received from 567 Workshops and the Seekonk Democratic Town Committee. Both Meeting requests were approved.
- 4) **Old Business**
 - a) The BOS will be discussing the MOA on January 24, 2018. At this time the Board will table the discussion as there has been no input or changes submitted by the BOS.
 - b) The Board discussed the Library Director’s performance evaluation from the compiled results from all board members. Kathy Lussier made a motion to “increase the directors compensation by 2% effective July 1, 2017” the motion was seconded and approved with four yes votes and one abstaining. There was also a discussion of how long and in what form evaluation records need to be maintained. A hard copy is permanently kept in the employees file but is there a standard on how long electronic files must be kept. It was decided that electronic records will be kept for one year and Peter and Kathy will look into any legal requirements.
 - c) The Seekonk Meadows Advisory Committee discussion has been postponed until February. The Board will consult with the Town administration before inviting other Town Departments, but we would like to include input from the Seekonk Parks and Recreation committee and the Seekonk Conservation committee.
 - d) No additional contact has been made by Mr. Stahl therefore discussion of the complaint has been tabled indefinitely.
- 5) **New Business**
 - a) The FY 2019 budget was presented to the BoLT. The 2019 budget is a level services budget with an increase of 2.36%. Library expenditures as a percentage of the total is to remain level or slightly decrease. There is expected to be an increase in the near future as there are continuing contract negotiations and a new contract is likely. The Town administrator has aware of the potential for the increase. There has been no feedback on the budget from the Town. A motion was made to “Approve the proposed budget as presented to the Board of Library Trustees”. The motion was passed unanimously.
 - b) A discussion of modifying the timeline for the Library Director’s performance evaluation was led by Bill Barker. The Director’s contract is currently written with the requirement that a performance review needs to be completed within 30 days of the end of the fiscal year. In order to meet that requirement a series of changes are needed.

Board of Library Trustees
Minutes of the January 17, 2018 Meeting

Approved: February 21, 2018

- (1) Improved schedule
- (2) Improved evaluation tool
- (3) Potential changes to the evaluation process

A proposed schedule was presented to the BoLT, changes to the evaluation tool and process will be discussed within the evaluation subcommittee. Bill also provided the Board with the MBLC recommendations for the evaluation of the Library Director. The Board will review these documents and at the February meeting will discuss the MBLC guidelines and how they apply to our process and the best way to get to the proposed schedule.

6) Policy Reviews

- a) There was a discussion of revisions to the Library's Display Policy, A motion was made "to accept policy 320. Display Space Policy as amended" the motion was unanimously approved.

7) Reports

- a) Library Building Project Steering Committee, Alyssa Richard – The Steering Committee will meet again on Jan 23. As of this date five RFI's have been received. The committee will begin to review them in Jan.
- b) Seekonk Library Trust, Ann Caldwell – The Trust has voted to invite Julia Emlen, a Seekonk resident who is also a fundraising consultant, to help with organizational issues. They will meet on the February 13, 2018.
- c) Friends of the SPL, Kathy Lussier reported that there was no December meeting.

7) Director's Report

- a) Peter Fuller reported that Reed Farm matter was referred to the town administrator. Take your child to the library day will be on Feb 3, with lots of family activities planned. The children's librarians have been running a weather station. The next legislative breakfast will be held at BCC Building 2.
- b) Kate Hibbert said that he Library staff wished to thank the Board for the staff Holiday party. Also the library will be collecting PJs as part of the Boston Bruins PJ Drive.

8) Other Business – none

9) Public Comments & Questions – none

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

11) Next Meeting

- a) Update on the MOA
- b) Directors Evaluation procedure review

At 7:56 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, February 20, 2018 at 6:00 PM