

Board of Library Trustees
Minutes of the January 20, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 4:02 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director and Debbie Clifton, Assoc Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the December 16 meeting were presented. A motion was made to accept the minutes of the November meeting as written. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS – None**
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Anne Caldwell – The Trust is working on getting liability insurance and the bank accounts all squared away. Bill Harley will be presenting virtual concerts on Fri nights in Feb. There was a question from a patron about pledge forms for the capital campaign. The Trust is working on getting that information put together with Libby Post. The Trust is still in need of an additional Trustee.
 - b) Friends of the Seekonk Public Library – Kate Capello – The Friends have not met yet, but the annual appeal campaign is ongoing.
 - c) Seekonk Meadows Committee – None
- 5) **Old Business**
 - a) The Trust is still looking for an additional member. Any inquiries can be directed to Kate Hibbert or Anne Miller.
 - b) Kate met with Town administration to review the FY22 budget request. The budget will be submitted as requested, no cuts are needed at this time.
 - c) The BoLT discussed the gifts for the St. Hillaire award. A local Seekonk artist will make clocks for the recipients. We will also need to have a name plate engraved and put on the clock. There was a question about whether or not this money can come from MIG / LIG funds, Kate will look into it. The board agreed to spend approximately \$250 on each award for a total of about \$500. The Board will vote once a better cost estimate is available.
 - d) Steering committee / Communication Services update – Kate Hibbert – The steering committee will begin meeting again in Feb for regular biweekly meetings. Libby has started to reach out to patrons willing to be interviewed but if we could use some more people willing to talk about what the library has meant to them during the pandemic.
- 6) **New Business**
 - a) Jeff Hoover from Tappé Architects presented recent changes to the building plans as well as projected illustrations to be used for the public relations and capital campaigns. The cost estimate has been sent to an estimator and is in progress. The Board discussed these changes and thanked Jeff for the work Tappé has been doing.
 - b) The library is currently only open for curbside and remote services. There has been some negative feedback from the community on the decision to close the library to the public and are impatient for the library to reopen. Kate said she would feel more comfortable waiting until Seekonk’s positivity rate is under 10% before discussing reopening.
 - c) Kate presented to the Board a list of Holiday closings for 2021. July 4 is on a Sunday so the July 4 holiday will be observed on Monday July 5, 2021. A motion was made “ to close the library on the dates listed for 2021”. The motion was seconded and was passed unanimously.
 - d) Town meeting is now scheduled for Feb 3, 2021.
- 7) **Policy Reviews**
 - a) There Board discussed the new Gift Policy as it was presented by the Trust. A motion was made to “accept the revised Gift Policy as modified here.” The motion was seconded. The Board discussed the following sections
 - i) Section 2, Responsibilities as listed fall under the Development committee? Is that acceptable?
 - ii) Section 4, Gift Acceptance, would like to add no electronics, art or decorative collections.
 - iii) Naming requirements – discussed who is responsible for vetting people wishing to have things named? The policy states that the naming can be terminated under unusual circumstances, should this read at the Board’s discretion, does this need to be modified?After the discussion the motion was passed unanimously.
- 8) **Other Business – None**

- a) Sharon and Cynthia are up for reelection in April, papers are due back to the Town on March 1, 2021 and physical signatures do need to be collected.

9) Public Comment & Questions – None

10) Director’s Report

- a) Current visitor numbers are down about 22% from December. Curbside pickup is going well but it is labor intensive. New headsets were purchased to help the staff handle incoming calls and other duties. The library is encouraging patrons to reserve pickup times online as that is typically faster. The staff has also been training on a new Town system to be used for timekeeping.

11) Trustees Questions, Concerns and Suggestions - None

12) Other Business - None

13) Next Meeting & Vote to Adjourn

At 5:45 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 February 17, 2021 at 5PM

List of Documents:

Meeting Agenda

December Meeting minutes

Director’s Report January 2021

Draft Seekonk Public Library Gift Policy

Current Gift Policy

Award Clock pictures and pricing

2021 list of Library Holidays

Library Lovers Month

Board of Library Trustees

Minutes of the February 17, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 5:02 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the January 20 meeting were presented. A motion was made to accept the minutes of the January meeting as modified. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) The Library received a request to use the parking lot for the Girl Scouts to sell cookies. The request was approved.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, Kate Hibbert – Anne was unable to attend but Kate stated that the Trust is still working closely with Libby Post. They are also waiting on the art appraisal and are still in need of an additional Trustee.
 - b) Friends of the Seekonk Public Library – Kate Capello – The Friends annual campaign has seen good responses. The Friends have a total balance of \$52,464.95. The Friends had a conversation about whether or not members of the steering committee are able to make decisions for the group. It was decided that Pat Libby and Stephen Gendreau are able to make decisions about finances for the Friends during Steering Committee meetings.
 - c) Seekonk Meadows Committee – None
- 5) **Old Business**
 - a) The Trust is still looking for an additional member. Any inquiries can be directed to Kate Hibbert or Anne Miller.
 - b) The BoLT discussed the gifts for the St. Hillaire award. A motion was made “to spend up to \$500 from LIG/MEG funds to purchase gifts for St. Hillaire award recipients.” The motion was seconded and passed unanimously.
 - c) Steering committee / Communication Services update – Kate Hibbert – The steering committee has been meeting in Feb for regular biweekly meetings. Meetings will move to weekly in March. We are still waiting on an updated cost estimate. There is some concern that the numbers are significantly different than the previous estimate. Once the numbers are in we will need to go back to the Town to ask about what the estimated cost per household per year would be. Ideally that number should be less than \$100 / household per year to help with the campaign.
- 6) **New Business**
 - a) The Board discussed changes to the Steering Committee Charge. A motion was made to change the existing charter to read “a *minimum* of 5 members, two from the Board of Library Trustees, one from the Seekonk Library Trust, one from the Friends of the Seekonk Library and one from the former Library Facilities Study Committee.” This will allow for as many members and as much participation as possible while maintaining a core number of members. The motion was seconded and passed unanimously.
 - b) Kate Hibbert and Mike Durkay met with BOS Chair Justin Sullivan approximately two weeks ago. He was concerned with the need for many large town projects all coming up at the same time. Kate and Mike will present the building project to the entire Board of Selectmen at their March 17, 2021 meeting.
 - c) Kate Hibbert stated that the Library would like to have some sort of a volunteer appreciation event in April during National Library Week. They are thinking of a drive through bag lunch with something additional for the volunteers. A motion was made “to pay for a volunteer luncheon not to exceed \$550 from LIG/MEG funds.” The motion was seconded and passed unanimously.
- 7) **Policy Reviews**
 - a) The Board approved the current Fee / Fine structure with no changes. A question was asked about the new “Binge Box” collections and how they are counted in the fee structure. Kate Hibbert responded that for late fees it counts as one item but if it needed to be replaced it would be at cost for each item in the box. A motion was made “to submit to the Town, the Fee / Fines schedule as presented.” The motion was seconded and passed unanimously.
- 8) **Other Business**
 - a) The Town will begin negotiations with the Library Union starting on Friday Feb. 26.
- 9) **Public Comment & Questions – None**

10) Director's Report

- a) State Aid monies should be arriving in March. The stress relief program that the Library hosted was very well received by staff members. The light in the parking lot were to be replaced by DPW this week. Also the DPW did a lot of work on the Children's room while the library was closed and we will be able to open the Children's Room to the public when the library reopens in March. Potential reopening date of March 1, 2021.

11) Trustees Questions, Concerns and Suggestions - None**12) Next Meeting & Vote to Adjourn**

At 6:09 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for March 24, 2021 at 5PM

BOS Meeting with Kate and Mike is scheduled for March 17, 2021 at 7PM.

List of Documents:

Meeting Agenda

January Meeting minutes

Director's Report January 2021

Fees and Fines Schedule

Library Building Steering Committee Charge

Library Capital Improvements 2021 Rev01

Love your Library Responses

Seekonk Library SD Estimate

Seekonk Public Library 18-20 DRAFT (CBA)

Board of Library Trustees
Minutes of the March 24, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 5:02 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the February 21 meeting were presented. A motion was made to accept the minutes of the February meeting as modified. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) The Library received a Meadows request from a group of High School and Middle school students who want to do a Meadows clean up on May 2nd with adult supervision. The request was approved.
 - b) Class night at SHS is June 2, 2021 we will be presenting an award, is there any member of the trustees who can present this award?
 - c) Youth services would like volunteers to record themselves reading their favorite children’s book for the week of May 3 – 9.
 - d) We had a request from an Eagle Scout who wanted to pain the meeting room but that is not possible at this time as the meeting room is being used to quarantine books. Kate Hibbert made some alternate project suggestions and is waiting on a response.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, Kate Hibbert – Ann says that the Trust is still waiting for a determination from the board about what levels of donation would result in naming levels for the building project. Mike will work with Anne Miller to set up those levels. The Trust has received \$9,778 in donations to date in their Annual Appeal. There have also been other funds received that are specifically marked for the building project. An assessor came to the library to look at the art work.
 - b) Friends of the Seekonk Public Library – Kate Capello – The Friends annual campaign has seen good responses. The Friends have received \$10,606 from their capital campaign. The Friends have begun making phone calls to Town residents.
 - c) Seekonk Meadows Committee – None
- 5) **Old Business**
 - a) The Trust is still looking for an additional member. Any inquiries can be directed to Kate Hibbert or Anne Miller.
 - b) The gifts for the St. Hillaire award are completed. The BoLT now must find a time to distribute the awards. There is potential to award them at a summer concert or other large outdoor event. The BoLT must think of some additional candidates for the 2021 St. Hillaire award for their public service and commitment to the town.
 - c) Steering committee / Communication Services update – Kate Hibbert – Mike and Kate presented the Building project to the Board of Selectmen on March 17. The reception from the board was poor with many members stating that it was “not the Library’s turn” and that we should be waiting for state funding to be offered before asking the Town. Other questions included the methane and the building being built on a landfill and the distribution of state funds if we proceed ahead of the grant offering. Mike has addressed the methane myth and answers to the funding questions with the BOS. The BoLT needs to decide if we would like to submit the warrant article without the support of the BOS for the May 10th Town Meeting.
 - i) **PUBLIC COMMENT**
 - (1) John Alves – Seekonk resident – stated that he encourages the BoLT to continue to move forward on the May 10th he stated that we need to continue to make important points like correcting the misconception about methane on the site, and stress that the Town is retiring debt and the warrant article would call for a debt exclusion.
 - (2) Kathy Lussier – Seekonk resident / member of the Steering Committee stated that the committee is ready to go and that we have the momentum to keep the process moving.

A motion was made “to submit a warrant article to spring town meeting for town approval of funding needed to construct a new library and associated requests”. The motion was seconded and passed unanimously.
- 6) **New Business**

- a) The staff is currently looking at a revised / delayed summer concert series on the Meadows. There is a Special Event Permit regulation on the “fall” town meeting warrant that may impact the number of police officers needed and other regulations. Kate suggested that we want to delay concerts until the end of summer and wait for further guidance. The discussion was tabled until the April meeting.
- b) The director’s evaluation will be sent out to the BoLT to return in time for the June meeting. Sharon Connors and Kate Capello would like some input on the evaluation forms before this year’s evaluation begins.

7) Policy Reviews

- a) Policy 080 – Policy on Behavior in the Library – No changes recommended
- b) Policy 070 – Policy on Unattended Children – No changes recommended

8) Other Business

- a) The graphics and layout / design bills from Communication Services have arrived. Do we have a record of who is responsible for these costs?
- b) The Drive in Movie event from the fall has been rescheduled for April 21, 2021

9) Public Comment & Questions – (See Above)

10) Director’s Report

- a) The Library had lower patron numbers in Feb but was closed for 10 days due to COVID exposure

11) Trustees Questions, Concerns and Suggestions - None

12) Next Meeting & Vote to Adjourn

At 6:18 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 April 28, 2021 at 5PM

List of Documents:

Meeting Agenda
February Meeting Minutes
Champions Meadow use
Final Libraries Checklist
Draft Warrant Article
MBLC / MLS Statement on Step 1, Phase 4
Policy on Behavior in the Library
Policy on Unattended Children
Seekonk High Class Night
Seekonk Meadows
Example Warrant Articles
Youth Services Request
March 2021 Director’s Report

Board of Library Trustees
Minutes of the April 28, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 5:03 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director was also present.
- 2) **Minutes**
 - a) Minutes of the March 24 meeting were presented. A motion was made to accept the minutes of the February meeting as modified. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) The Library received a Meadows request from a couple what wanted to use the gazebo for a wedding ceremony on July 31 from 3:30 – 4:30 PM. There are some outstanding questions about the new Town permit, if a police detail would be needed and what COVID restrictions would need to be observed. The request was approved conditionally if the requesting party made sure to contact the town about the permit and police detail.
- 4) **Executive Session**
 - a) A roll call vote was made to enter into executive session with all Board members responding “Aye”
 - b) A roll call vote was made to enter back into open session with all Board members responding “Aye”
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, Kate Hibbert – Ann reported that the Trust send the staff a flower arrangement for Librarian appreciation day. The Library YouTube channel is featuring town staff and Board members reading library books from May 3 – 9. The virtual phone bank began on April 5. The renderings and brochures are out at the library and the Friends have purchased and started to distribute LibrarYes signs. The art collection will be expensive to appraise so the Trust needs to decide what the intention for the collection is. Bill Harley wrote / recorded a new song for the library that will go live this week.
 - b) Friends of the Seekonk Public Library – Kate Hibbert – The Friends are actively fundraising and are willing to fund library programs for this coming year. There is a new Board member Ellen Vermette.
 - c) Seekonk Meadows Committee – There is now a self guided story book walk from Gammino Pond to the Meadows.
- 6) **Old Business**
 - a) The Trust is now looking for 2 additional members. Any inquiries can be directed to Kate Hibbert or Anne Miller.
 - b) The gifts for the St. Hillaire award are completed. Ann Caldwell nominated Dave Bowden and Rob DeBlois for the 2021 St. Hillaire award.
 - c) Steering committee / Communication Services update – Kate Hibbert – we are making progress. Lawn signs are out. There are questions about capacity of Town Meeting, no answers yet from the Town. Tappé will be presenting at Town Meeting along with Kate Hibbert and Mike Durkay.
 - d) The Director’s Evaluation will be rewritten this year to be feedback instead of an evaluation as it is hard to do a typical evaluation given the circumstances of FY2021. The first step will be for Kate Hibbert to complete a self evaluation with comments on how library services have changed during the pandemic and how we hope to move forward.
- 7) **New Business**
 - a) The staff received a donation of LEGO at a value of about \$600. A motion was made “to accept a LEGO donation valued at approximately \$600” The motion was seconded and passed unanimously.
 - b) Trustees Award – Mike will attend class night at SHS on June 2nd to present the award. Kate will check with SHS guidance about award applications.
- 7) **Policy Reviews**
 - a) No policy reviews.

8) Other Business

9) Public Comment & Questions - None

10) Director's Report

- a) The Library circulation numbers are up. State aid of \$30K was received. The methane monitors have faulted and the monitors need to be replaced. DPW will look at replacing the monitoring system with a much less expensive system. The Drive in movie was again postponed due to weather. We are looking for reimbursement instead of rescheduling. Clean up the Meadows Day is scheduled for May 2, 2021 from 12 – 3. The Seekonk Artists Network wants to schedule an open house event for the first week of October. The Children's Room was opened up to make more room for patron's / social distancing. The mural was painted over. A patron requested a picture of the mural but we first need to figure out who the artist was and if we need permission for personal use. The library will remain open and will be reducing book quarantine time to 24hrs.

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

At 6:35 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 May 19, 2021 at 5PM

List of Documents:

Meeting Agenda

March Meeting Minutes

Meadow's Use Request

FY21 State Aid Award

Library Trustees Award

April 2021 Director's Report

Board of Library Trustees

Minutes of the May 19, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 5:01 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Fred Slemmon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the April meeting are tabled until June.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) The Library received a Meadows Kate reached out about requests to use facilities, she wants to confirm if the permit fee is waived for town events. Mike will also follow up with Justin to see what the process going forward will be from a selectmen stand point i.e what is a special event. The Board’s recommendation is to deny for profit events on town property.
 - b) Kate sent an email to the Board yesterday at 6:38 PM. Dave Deluca would like to kick off political campaign at the meadows. Discussed positive and negative arguments about that request. The Board would not like to be seen as supportive of a single candidate so a “rally” would not be an acceptable use of the Meadows. He is looking however to film a video on the meadows. So if the gathering was limited to him and a camera man and maybe one additional person, and no Library or Meadows signage is show we cannot really limit the use of a public space.
 - c) A letter was received from a “Seekonk Taxpayer” expressing frustration for a long past incident when they weren’t able to attend a story time with their child. There is no return address to respond to the patron.
- 4) **Executive Session**
 - a) A roll call vote was made to enter into executive session with all Board members responding “Aye”
 - b) A roll call vote was made to enter back into open session with all Board members responding “Aye”
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell, Kate Hibbert – Ann Caldwell will be passing on the Trust liaison duties to Cynthia Corbett. Ann reported that Irene Frechette will be leaving the Trust but remaining on the Friends. Mo Messier will be leaving the Friends but will remain on the Trust board. The Seekonk Artists network would like to hold a summer even on the meadows possibly with a donor recognition component.
 - b) Friends of the Seekonk Public Library – Kate Capello – the next meeting is scheduled for 5/26.
 - c) Seekonk Meadows Committee – There is now a self guided story book walk from Gammino Pond to the Meadows.
- 6) **Old Business**
 - a) The Trust is now looking for 2 additional members. Any inquiries can be directed to Kate Hibbert or Anne Miller.
 - b) The gifts for the St. Hillaire award are completed. Ann Caldwell nominated Dave Bowden and Rob DeBlois for the 2021 St. Hillaire award.
 - c) Steering committee - Attendance at May 10th attempt at Town meeting was good many stickers were handed out. Identified voters are increasing but we need to be sure to bring voters to Town Meeting.
 - d) The Director’s Evaluation Sharon and Kate Capello are still looking at the best way to conduct a feedback / different evaluation rather than a traditional evaluation. Kate Hibbert will look at writing a self evaluation after Town Meeting.
 - e) Mike will attend SHS Class night on June 2, 2021 to give out the Trustees award.
- 7) **New Business**
 - a) Special Event Permit – an email was received from the Town Admin requesting that the BOS also be notified about potential Special Event Permits.

- b) Meeting Room Requests – As the meeting room reopens we will be asking for all requests, even long standing programs, to resubmit requests. We will be assigning meeting on a three month basis instead of yearly “contract” scheduling.
- c) The protocol for COVID restrictions being rescinded is on the BoLT drive.

7) Policy Reviews

- a) Policy 320 – Display Space Policy – No changes recommended
- b) Policy 330 – Policy on the use of the Library Meeting Rooms – No changes recommended

8) Other Business

9) Public Comment & Questions - None

10) Director’s Report

- a) As of May 29, 2021 all capacity limits are being lifted. State guidelines suggest unvaccinated patrons keep wearing masks. The June meeting will need to be in person. Building issues – we currently do not have a flag flying at the library because it was damaged in the recent wind storm. A new flag has been ordered. The vending machines are being removed. Sharon Connors wanted to know if Plexiglass barriers will remain in place? And if we are still quarantining returns? Kate Hibbert replied that the barriers will remain in place and we are not quarantining materials as of last week. There will be no time restrictions on patron use of the library.

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

At 6:11 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

Town Meeting is scheduled for June 7, 2021 at 6PM

The next meeting is scheduled for June 16, 2021 at 6PM

List of Documents:

Meeting Agenda

Letter from Seekonk Taxpayer

Meadow’s Use Request

Request to use the parking lot

Correspondence re: Special Event Permit

Display Space Policy

Meeting Room Use Policy

MEMO – Rescinded COVID Restrictions

May 2021 Director’s Report

Board of Library Trustees

Minutes of the June 16, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:02 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Fred Slemmon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to approve the minutes of the April 2021 meeting as amended. The motion was seconded and passed unanimously.
 - b) A motion was made to approve the minutes of the May 2021 meeting as written. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) The Library received a Thank You note from the SHS Student who won the trustees award.
 - b) A meeting request was received from Positive Synergy.
 - c) A meeting request was received from a group wishing to hold beginner ukulele lessons in the large meeting room.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Cynthia Corbett – The Trust is in need of two trustees but they have some interested parties. Anne Miller of the Trust sent an email re: June Town meeting to the BoLT
 - b) Friends of the Seekonk Public Library – Kate Capello – the Friends currently have a bank balance of \$47,303. A boy scout from Troop 1 Seekonk is helping to clean out the shed. They may begin to meet in the library again. Irene Frechette, President of the Friends of the Seekonk Public Library sent an email to the BoLT re: June Town Meeting
 - c) Seekonk Meadows Committee – None
 - d) Steering Committee – The steering committee discussed the outcome of the June town meeting vote. The discussion included advantages and disadvantages of trying again for funding in Nov 2021. In Nov we still will not have grant money in hand. Statistic for the library in 2020 will be tough. The timing of the DPW and south end fires station will impact the decision. Letters were received from both the Friends and the Trust. The BoLT will need to make a decision about whether to continue our contract with CS moving forward. The steering committee will meet again on July 13. (BoLT meeting scheduled for Aug 11)
- 5) **Old Business**
 - a) The St. Hillaire awards will be presented possibly in an outdoor ceremony in Sept.
 - b) The Director’s Evaluation – Kate Hibbert will be putting together a self-evaluation. The format / content will be discussed by Kate Hibbert, Sharon Connors and Kate Capello and then submitted to the BoLT for review.
 - c) Kate Hibbert had a discussion of the increased cost estimate and June town meeting with Tappé Architects.
- 6) **New Business**
 - a) 2022 Strategic Plan – Kate will be putting together a strategic plan for approval of the BoLT to then be submitted to the MBLC.
- 7) **Policy Reviews**
 - a) Policy 010 – Circulation Policy – No changes recommended
 - b) Policy 011 – Borrowing Rules and Loan Periods – edited to add “equipment with a one week loaning period” in reference to some of the new items added to the library of things.
 - c) Policy 140 – Disposal of Surplus Property – No changes recommended
 - d) Policy 141 – Procedures for Disposal of Donations – No changes recommended
 - e) Policy 142 – Procedures for the Disposal of Library Property – A motion was made to accept the changes to the Policy 142 as presented. The motion was seconded and passed unanimously

8) Other Business

- a) A request for funding from the Friends for programs was presented to the BoLT. A motion was made “to approve the request as submitted to the Friends”. The motion was seconded and passed unanimously
- b) The MBLC is providing no cost HotSpots (TMobile) to libraries through a federal grant program. The Library will request 20 hotspots, 10 of them will be shared with Seekonk Human Services to be borrowed by the community from that location.
- c) This year’s Kindergarten Preparedness even will include a short bus ride. Kate will check and be sure there are no insurance issues with the program
- d) The Knitter’s Group is concerned about the liability clause in the meeting room application, this language has not changed since they have been using the meeting room but they are being asked to reapply like all organizations.

9) Public Comment & Questions - None

10) Director’s Report

- a) The HVAC is still not working in the building there has been no response from DPW in 1.5 weeks
- b) Stephanie Clark will be leaving the library as she has accepted a position at SAILS

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

At 7:45 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 Aug 11, 2021 at 6PM

List of Documents:

Meeting Agenda
Minutes April 2021
Minutes May 2021
Meeting Room applications
Correspondence re: Town Meeting
Circulation Policy
Borrowing Rules and Loan Periods
Disposal of Surplus Property Policy
Procedures for Disposal of Library Property Policy
Request for the Friends of the Seekonk Public Library
May 2021 Director’s Report

Board of Library Trustees
Minutes of the August 11, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:01 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Cynthia Corbett, Fred Slemmon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the June meeting are tabled until September.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A RI resident who is a SAILS cardholder with the Mansfield Library asked to renew her card here. As she is a non-resident, the \$75.00 fee would apply. She objected to that both in-person, and with follow-up phone calls, as she feels libraries should be free. Staff offered her several options and ultimately she returned to Mansfield to renew her card for free. Some libraries, Mansfield included, waive the fee if the patron works in MA and pays MA taxes. The patron was extremely disappointed that she was not able to check out items for her grandchildren in Seekonk on the day of her visit. Kate explained that the fee is a local library decision and that fees in both SAILS and RI libraries vary greatly, and that the issue would be brought to the Board for review.
 - b) Celebrate Seekonk, a town wide community celebration, will be held at the Meadows / Library on Sept 18, 2021
- 4) **Executive Session**
 - a) A roll call vote was made to enter into executive session with all Board members responding “Aye”
 - b) A roll call vote was made to enter back into open session with all Board members responding “Aye”
- 5) **Monthly Committee Reports**
 - a) Steering Committee – Alyssa Richard
 - i) There was a summary / discussion of the Steering committee workshop that was run by Anne Miller (summary was sent via Email to BoLT)
 - b) Seekonk Library Trust – Cynthia Corbett – No Meeting
 - c) Friends of the Seekonk Public Library – Kate Capello – No Meeting, planning on sending an Annual appeal in Sept
 - d) Seekonk Meadows Committee – None
- 6) **Old Business**
 - a) The St. Hillaire award will be presented at the September BoLT meeting provided both recipients are able to attend. Kate will reach out to them.
 - b) The Board discussed the Director’s Evaluation and the comments from the BoLT regarding Kate’s self-evaluation. A motion was made “to increase the annual salary of the Director by a 2% merit increase retroactive to July 1, 2021” The motion was seconded and passed unanimously.
- 7) **New Business**
 - a) Land Conservation Trust – a grant was received from the LCT for \$1,200 for the nature photo contest and other nature programming. A motion was made to “accept the donation of \$1,200 from the Land Conservation Trust”. The motion was seconded and passed unanimously
 - b) Mobile Hotspots – The MBLC has donated through a federal grant 20 hotspots and the cost of their access to the Seekonk Public Library. A motion was made to “accept 20 mobile hotspots from the MBLC funded by ARPA and IMLS grants for use through Sept 30, 2022”. The motion was seconded and passed unanimously.
 - c) Kate presented the Strategic Plan 2022 – 2025 to the Board. A motion was made “to accept the Strategic Plan 2022 – 2025 for submittal to the MBLC”. The motion was seconded and passed unanimously.
 - d) A new part time customer service agent needs to be hired. The position has been offered to Madonna O’Brien. The Library is working with Town Hall to confirm the contract and establish a start date as soon as possible.

- i) During the discussion of onboarding new personnel the Town asked for a copy of all staff personnel files, to this point these files for Library personnel have been kept at the Library. Kate will send an email to the state asking if this is a typical practice and acceptable for us to do.
- e) The BoLT will be receiving Chrome Books in an effort to make meetings paperless / remote access easier moving forward.
- f) Fall Town Meeting – The Board discussed the timing of the next approach to Town Meeting. Options to be considered are
 - i) Nov Town Meeting
 - ii) Special Town Meeting upon receiving MBLC funds
 - iii) May / June Town MeetingThe Board must also consider the continuation of the contract with Communication Services and who will pay for those continuing services. The Friends have already stated that they will not pay for an extended contract with CS. The BoLT will consider having a special joint meeting of the Board and the Steering Committee to discuss these issues. Potential dates are Sept 1 and Sept 8? Kate will send out a doodle poll to gauge availability of the group

7) Policy Reviews

- a) Policy 012 – Schedule of Fees and Fines – No changes recommended
- b) Policy 210 – Internet Use and Safety Policy – No changes recommended
- c) Policy XXX – Library Hotspot Lending Policy – A motion was made to “accept Policy #TBD – Library Hotspot Lending Policy as presented and dated 8/4/2021”. The motion was seconded and passed unanimously.

8) Other Business

9) Public Comment & Questions - None

10) Director’s Report

- a) Items from the June / July 2021 Directors report include
 - i) The library will be included as a Cooling Station on the Town’s official website.
 - ii) A Troop 1 Seekonk Eagle Scout candidate has provided benches and planters for the library as his Eagle Scout project.
 - iii) The Outdoor activities lending has been very popular.

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

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 September 15, 2021 at 6PM

List of Documents:

Meeting Agenda

Celebrate Seekonk Activities

Celebrate Seekonk Promo Statement

Cultural Council Meeting Room Request

FY 2022 Action Plan

Strategic Plan 2022 – 2025

Policy #012 Schedule of Fees and Fines

Policy #210 Internet Use and Safety Policy

Policy #TBD HotSpot Lending Policy (Draft)

TMobile Webtitan filter categories

June / July 2021 Director’s Report

Board of Library Trustees
Minutes of the September 15, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:05 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the June meeting are approved with minor modification
 - b) Minutes of the August meeting are approved as written.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A Thank You note was received from the Seekonk PD for our participation in the Town Night Out event.
 - b) The Attleboro Public Library is requesting use of our meeting room for their Oct. Book Club meeting as there are ongoing renovations at APL.
 - c) Runnins River Watershed group would also like to use the large meeting room, date TBD
- 4) **Executive Session**
 - a) A roll call vote was made to enter into executive session with all Board members responding “Aye”
 - b) A roll call vote was made to enter back into open session with all Board members responding “Aye”
- 5) **Monthly Committee Reports**
 - a) Steering Committee – Alyssa Richard – The steering committee (and Board Members) will be present at the Sep 18 Celebrate Seekonk Day and the Sep 25 Aitken Elementary Pumpkin Somethin’ to generate community support. Tentative meeting planned for Oct 5.
 - b) Seekonk Library Trust – Cynthia Corbett – There was a report on the Trust portfolio from their investment company. Donor Perfect has been a good resource and they plan to continue to use it. There have been fifteen new donors / supportive citizens since June. They are looking for a Friends liaison and two additional members.
 - c) Friends of the Seekonk Public Library – Kate Capello – No Meeting, planning on a Sept 29 meeting. Kate has a meeting scheduled with Friends chair, Irene Frechette, to discuss reestablishing a presence in the lobby.
 - d) Seekonk Meadows Committee – Kate Hibbert reports that the Gazebo area has been cleaned up and the concert series last night was a success, with one more concert scheduled for next week.
- 6) **Old Business**
 - a) The St. Hilaire award will be presented on October 20 @ 5:30 PM. Kate will arrange for some light refreshments. A motion was made “to appropriate no more than \$200 from LIG/MEG Funds for the reception for the St. Hilaire award” The motion was seconded and approved unanimously.
 - b) The Board has asked Kate Hibbert to determine if a 2% raise was standard across Town employees. The 2% is typical. The raise will be retroactive to July 1, 2021 as the plan is to get Kate’s contract synced with the fiscal year.
 - c) As discussed last meeting Town Hall was looking for HR records of Library employees. Town Hall now has all the original employee records.
- 7) **New Business**
 - a) Library Annual Report – Kate presented the report to the BoLT. A motion was made “to approve the FY2021 Annual Report as presented, to be submitted to the Town.” The motion was seconded and passed unanimously.
 - b) Draft Capital Improvement Plan – Kate presented the draft CIP to the BoLT. The plan was discussed as plans will need to be modified based on the results of the building project funding vote. A motion was made to “Approve the Capital Improvement Plan as amended to reflect the absence of concrete figures as they do not reflect an accurate estimate of cost.” The motion was seconded and passed unanimously.
 - c) Kate Hibbert requested that the library be closed on Jan 31, 2022 for staff development. There was no objection to this closure.

7) Policy Reviews

- a) Policy #20 – Homebound delivery policy – Minor edits were presented to the Board. A motion was made to “accept the Homebound Delivery Policy as amended.” The motion was seconded and passed unanimously.

8) Other Business

- a) Cynthia Corbett wondered if a directory with pictures exists or could be made of members of the BoLT, Friends Board and Seekonk Library Trust to better help all the members identify other boards. Kate Hibbert mentioned that we do have a current list of members that she will circulate and if people would like to submit a picture she will try to add them to the current directory.

9) Public Comment & Questions - None

10) Director’s Report

- a) Items from the June / July 2021 Directors report include
 - i) August Circulation numbers were up and there was an increase of activity in the building.
 - ii) The program run in conjunction with Osamequin Farm was very well received by many people.
 - iii) The Adult summer reading program was very successful with some patrons who would like to see that continue.
 - iv) There was a donation bin located in the lobby for Project 351.

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

At 7:12 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 October 20, 2021 at 6PM

List of Documents:

Meeting Agenda
Minutes of the June 2021 meeting
Minutes of the August 2021 meeting
Thank you note from Seekonk PD
Meeting Room Application
Meeting Room Request
Capital Improvement Request
FY21 Report with Tables
Policy #20 Homebound Delivery Policy
August Financial Report
August 2021 Director’s Report

Board of Library Trustees

Minutes of the October 20, 2021 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:11 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the September meeting are approved as written.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A complaint was sent via email on Sept 30, 2021. Mike promised a response to the patron. She is a non Seekonk resident who had a problem attending a children’s event due to a SAILS block on her card. Kate will work with staff to establish a set policy for programming and modifying registration software.
- 4) **Executive Session**
 - a) A roll call vote was made to enter into executive session with all Board members responding “Aye”
 - b) A roll call vote was made to enter back into open session with all Board members responding “Aye”
- 5) **Monthly Committee Reports**
 - a) Steering Committee – Alyssa Richard / Kate Hibbert – The steering committee met on Oct 5. Updates from Kate Capello and Kate Hibbert. There are many upcoming events December 4, March 8, Town Meeting scheduled for May 9, 2022. Anne is working on a script for recruiting new members / people who showed interest from the last Town Meeting.
 - b) Seekonk Library Trust – Cynthia Corbett – The next meeting will be held in November. The Trust is looking for a project / purchase that could be made to increase the visibility of the Trusts’ contributions to the Library. (See Other Business)
 - c) Friends of the Seekonk Public Library – Kate Hibbert – The Friends sent out an annual appeal. Their bylaws state that their annual meeting will be held in Jan and so the plan is for an annual meeting date TBD. Kate Hibbert has said they are welcome to come back to a smaller presence in the lobby but there are no set plans yet.
 - d) Seekonk Meadows Committee – Fred Slemon - Kate Hibbert stated that there has been an offer to donate plant material to the meadows. There is a question if it is native or not. The BoLT has decided to respectfully decline the donation.
- 6) **Old Business**
 - a) We need nominations for the FY2020 St. Hilaire awards. And possibly for the FY2021 award. Kate will send out the nomination form to all members of the BoLT.
- 7) **New Business**
 - a) Library Building Project - Discussion of money spent to this point.

- b) Alyssa Richard and Fred Slemon attended the School committee Visions of a graduate meeting. It is primarily a strategic planning community input meeting. They did acknowledge the presence of member(s) from the BoLT. Mike plans to attend the October 28 meeting.

7) Policy Reviews

- a) Policy #100 – Collection Development Policy – deferred until Nov meeting.

8) Other Business

- a) Trust is starting to gear up for their Capital Campaign. They sent a request through Kate for a meeting regarding a potential “Special Project” that could be visible and carry over to the new library. There hasn’t been a major capital improvement funded by the Trust since the Innovation Center was built. This donation / improvement would need to be transferable to the new building. The Trust hopes to have an event in Feb to unveil this donation as well as create continued interest in the Capital Campaign.

9) Public Comment & Questions - None

10) Director’s Report - Kate Hibbert

- a) Items from the September 2021 Directors report include
 - i) One staff member out due to COVID. Maintaining full staffing levels has been a struggle lately but Debbie has been doing a great job keeping everything running smoothly.
 - ii) Kate asked DPW to look at the HVAC as the building was cold last week. There is a broken part and the heat will not turn on at this time.
 - iii) Email to Town Administrator for capital requests ahead of the meeting next week.
 - iv) Quad Board meeting last week and discussed the upcoming building projects.
 - v) Tomorrow is drive in family movie night

11) Trustees Questions, Concerns and Suggestions – None

12) Next Meeting & Vote to Adjourn

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 November 17, 2021 at 6PM

List of Documents:

Meeting Agenda
Minutes of the September 2021 meeting
Mail - Patron Complaint
Interpretation of the Library Bill of Rights
Copy of Building Project Expenses
Collection Development Policy
September Director’s Report
Veterans Council Holiday Festival Flyer

Board of Library Trustees

Minutes of the December 15, 2021 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:06 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc. Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the November 17, 2021 meeting as written. The motion was seconded, and passed unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities** - None
- 4) **Monthly Liaison & Committee Reports**
 - a) Building Project Steering Committee - Alyssa Richard - Steve mentioned that we can have access to the VAN without an outside consultant for \$2,500 for 6 months. The VAN application also provides for an email service and a module that will allow for online donations to be collected. Steve and Bill and Debbie will investigate a texting app called "Hustle" to see if it would be useful for the upcoming. Kathy Lussier will look into turning the 700 supporter database into a Google doc that can be added to but not edited so we can better maintain the integrity of that document. At the Jan meeting we will look over that list to be sure it is accurate and also "assign" friends to different members of the committee(s).
 - b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust met on Tues Dec 14 as a working group (due to a lack of quorum) and discussed the new proposal from Communication Services (Libby Post). The trust also discussed who would become the leader of the campaign efforts if we do not reengage Libby Post . There was some concern expressed for continuing the campaign without an established leader. There is the feeling that we are better equipped to do some of the outreach but some of the social media and outreach materials that came from CS would be a lot of work for the committee(s) to do on their own. There was also discussion about the frustration over some of the products that were returned during the last campaign. Trust is still hoping to have a donor event in Feb for Love your Library week.
 - c) Friends of the Seekonk Library - Kate Capello - Kate Hibbert made a presentation to the Friends of the Seekonk Library about what group expectations for the Friends are. The Friends will meet on Wed Dec 22 to elect a new president. Irene will be stepping down and Patricia Libby has been nominated to take over as president.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - No new updates

5) Old Business

a) Sharon St. Hilaire Award – 2020 & 2021 - Looking for nominations (4). One nomination form has been submitted. Will discuss further at Jan meeting hoping for more nominations before then.

b) The Veteran's administration Holiday Tree display has been very successful. There is some discussion about adding more trees in front of the Library next year.

6) New Business

a) Donation from the Dominic J. Ruscetta Trust for a \$5000 donation. The Town administration has asked that the Town departments hold off on signing the release until review by the Town Counsel. Kate is waiting to hear back from the Town administrator's office and report back at the January meeting.

7) Policy Reviews

a) Social Networking Policy 220– there was a discussion of the updated policy. Some changes have been made as presented.

A motion was made “ to accept the policy with changes as presented”. The motion was seconded and passed unanimously.

b) Web Links Policy 230 - No changes recommended

8) Other Business

a) There will be two paintings on temporary display in our library for about a month from the Sowams Heritage Area. They have been travelling around local libraries and will be displayed in the main lobby.

10) Public Comments & Questions - None

11) Library Director's Report

Some statistics still seem to be “off” Kate is reviewing the statistics to be sure they are accurate.

COVID rates in Bristol county are continuing to rise as such staff will be encouraged to move to virtual programming or hybrid programming instead of in person programming in January and February.

There is one staff member that has been held out of the country due to changing COVID restrictions.

The Library gift bag program has been very successful. The library is offering gift bags for wrapping tech devices this holiday season that includes all the things that you can do with a library card.

12) Trustee's Comments, Concerns & Suggestions - none

13) Set Next Meeting Date & Vote to Adjourn

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

The next meeting is scheduled for January 19, 2022 at 6PM

List of Documents:

Meeting Agenda

Letter from the Dominic J. Ruscetta

St. Hilaire Award Nomination - Michelle Hines

Seekonk Library Proposal (Communication Services)

Policy Review Social Networking Policy

Policy Review - Web Links Policy

November 2021 Director's Report

Financial Report as of 12/1/2021

Gift Bag Giveaway Promotion

Gift Bag Giveaway Promotion Bag Insert

Minutes of the November 2021 meeting