

Board of Library Trustees
Minutes of the January 19, 2022 Meeting

1) Call to Order - Chairperson Mike Durkay called the meeting to order at 6:04 PM via Zoom teleconference. 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) A motion was made to accept the minutes of the December 15, 2021 meeting as written. The motion was seconded, and passed unanimously.

3) Mail, Other Communications, and Requests to Use Library Facilities - Public comments from the email mailbox from two Seekonk Residents and one from Rehoboth, two protesting the closure of the municipal buildings and one in opposition to the Building Project. No new building use requests.

4) Monthly Liaison & Committee Reports

a) Building Project Steering Committee - Alyssa Richard - Kathy Lussier put together a "supporter" list in Google Forms that was sent out to the other members of the Steering Committee to check and verify. This list can then be added to the VAN once we pay for it. Steve D'Amico has volunteered to merge our list and the VAN so we can have one dedicated supporter list. Anne and Lisa had a conversation with Libby Post (Communication Services) about her retainer fee vs hourly fee and who should / can pay.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust met on Jan 11. Lisa reported on meeting with Steve and Bill about the Hustle app. The app looks like it will be useful. It can integrate with the VAN and there will be a local number so it won't look like the number is "spam". Steve has taken ownership of the VAN and is willing to move forward with that project. Looking at a potential donor event in April for National Library Week.

c) Friends of the Seekonk Library - Kate Capello - Patricia Libby has been voted in as president of the Friends of the Library. They are looking at possibly building their own web site. Hoping to open better lines of communication between the groups and they are looking to find new ways to be an active part of the library community.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - No new updates

5) Old Business

a) Sharon St. Hilaire Award – 2020 & 2021 - Looking for nominations (3). Kate is also looking to put a list of past winners up on the website.

b) Dominic J. Ruscetta Bequest. No additional information from the Town on whether or not we can sign the papers.

6) New Business

a) 2022 vacation calendar - Tabled until a later date as contract negotiations will influence this discussion.

b) Staff would like to resolve some issues. Many of the staff would like to see a mask mandate when people are allowed back into the library. But there are concerns about enforcement if the mandate is only for the library and not for other Town buildings. The Board is opting to not mandate masks in the library for patrons and staff but continue to encourage mask usage and will reevaluate once we know when the library will open.

7) Policy Reviews

a) Policy 310 Policy on Soliciting on Library Property – There were some minor typographic changes made and presented to the Board.

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

b) Policy 090 Appealing a loss or denial of services - No changes recommended

8) Other Business - None

10) Public Comments & Questions - None

11) Library Director’s Report

The heat has stayed on for a whole week, even over the weekend. Kate and DPW have been monitoring the heat daily.

Trees were removed from the side of the building that were causing some issues with leaks and damage to the roof.

MBLC has suspended the Open Hours policy until April.

Town Hall has modified their personnel policies and have asked that originals of personnel files be kept at Town Hall and copies in the library.

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

13) Set Next Meeting Date & Vote to Adjourn

At 7:19 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 16, 2022 at 6PM

List of Documents:

Meeting Agenda

December 2021 Director's Report

Financial Report as of 12/1/2021

Minutes of the December 2021 meeting

2022 Library Holidays

Memo from the MBLC regarding Open Hours Requirement

MEMO - COVID Updated guidance

Patron email (Rehoboth Resident)

Patron email (Seekonk Resident)

Patron email (Seekonk Resident)

Personnel Files & Interview Files Memo from the Town

Policy 090 Appealing a loss or denial of services

Policy 310 Policy on Soliciting on Library Property

Board of Library Trustees

Minutes of the February 16, 2022 Meeting

1) Call to Order - Chairperson Mike Durkay called the meeting to order at 6:00 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) A motion was made to accept the minutes of the January 19, 2021 meeting with a minor modification. The motion was seconded, and passed unanimously.

3) Mail, Other Communications, and Requests to Use Library Facilities - A message from a Seekonk resident was sent to the Friends and Trustees regarding opening of the library and the return of Friends activities. Pat Libby, President of the Friends of the Seekonk Public Library answered the email.

A Meeting room Request was received from Friends of Ten Mile River and Bucklin Brook to use the meeting room. Request was approved.

4) Monthly Liaison & Committee Reports

a) Building Project Steering Committee - Alyssa Richard / Mike Durkay - Steve and Irene will be helping to establish a Municipal Ballot Committee which we should have had last year. That group will function to take funding from both the Trust and Friends which will be used for expenditures for the Town Meeting and Vote campaigns. Mike Durkay and Kate Hibbert updated the Board regarding a meeting with Westboro BoLT and other Town officials and members from the MBLC. MBLC did say that Seekonk will be getting our grant in July of 2022. There was a discussion within that meeting about cost estimate updates as well as changing the plans as submitted. The explanation from MBLC is that we can make minor changes to the project but only those that do not impact the building program. The steering committee continued to discuss the issue of timing in going before the November Town Meeting. There is a fear that this may be too late to accept the funding request. May would be too soon since we will not have the letter in hand. The third option would be to be prepped for a special meeting in August / September. Mike and Steve D'Amico met with Justin and Shawn on Monday the 14th. Mike told them that the money will be guaranteed in July. Justin thinks the major issue will be the difference in cost to renovate vs rebuild. Mike and Steve were of the opinion that the comparison is not equal as we can not provide the proper and needed services for the Town as planned in the new building. Even in a total renovation we would need to shut down the library and minimize services while that is happening. How do we get a verifiable number for how much a complete renovation would cost. Justin is of the opinion that we should not go in May because there is still no "guarantee" grant letter from MBLC until July. We will have a joint meeting with the selectmen in April. They are not meeting in person until March 16. Kate Hibbert was at the FinCom meeting on 2/15 for the annual budget. They asked Kate again about the library project. The Steering committee could possibly conduct an education campaign over the next couple of months.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust is completing a series of working meetings leading up to the April 7 fundraising event on Thursday night during National

Library week. There will be some music and some local artists. All will be welcome but there will be invitations sent out to donors.

c) Friends of the Seekonk Library - Kate Hibbert - Consensus reached between Trust and Friends for $\frac{2}{3}$ (Trust) $\frac{1}{3}$ (Friends) funding for the Municipal Ballot Committee / Building Project Campaign. They are working on getting a website up and running. They are coming back in to do a lobby booksale. They will be moving into the small storage area in the main meeting room. The book sale will be smaller than previous years but it will be visible to the public again. The Friends are also selling spring bulbs online as a fundraiser.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - No new updates

5) Old Business

a) Sharon St. Hilaire Award – 2022 - Discussion on looking at saying “not awarded” for the last few years and moving forward only awarding one or two at most a year. There is one nomination in place for 2022

b) Dominic J. Ruscetta Bequest. No additional information from the Town on whether or not we can sign the papers.

6) New Business

a) Weather Closings - Should we close in conjunction with the other Town closings or should Kate Hibbert be able make independent decisions based upon conditions at the time. The library staff is now part of a town wide notification system that has added some confusion to the decision making process. For now the Board has agreed that the Library will abide by town wide closures.

b) Long Term overdue fines - SAILS is doing a privacy audit which involves determining what records should be kept / deleted. There are \$30,450 in overdue fees since 2018. \$9,000 from before 2009 so \$21,000 from 2010 to 2018. What process is used within the Town to account for the fees. We need to think about what if any debt we want to forgive or how we would go about collecting the current fines. There is a collection agency that we use if there is a fee over \$100.

7) Policy Reviews

a) #70 Policy on Unattended Children - There were some modifications made to the policy. Some additional suggestions were made.

A motion was made “to accept the changes to Policy #70 - Unattended Children as amended” the motion was seconded and passed unanimously.

b) #80 Policy on Behavior in the Library - There are no modifications to the policy

8) Other Business

a) The Seekonk Sr. High Trustee Award - Kate will send the application to the high school counselors to make it available to the High School Seniors.

A motion was made "to increase the scholarship amount to \$500 awarded to the receipt of the Seekonk Senior High Trustee Award " the motion was seconded and was passed unanimously.

10) Public Comments & Questions - None

11) Library Director's Report

The Town has invited the Library to participate in a new meeting room reservation system. The request would still have to be approved by the BoLT. Kate should be getting more information and hopefully a demonstration of the new system in the near future.

Staff participated in active shooter training activity that caused some distress among some of the staff. Kate stated that the training was professional but still caused some concern.

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

13) Set Next Meeting Date & Vote to Adjourn

At 7:36 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 16, 2022 at 6PM

List of Documents:

Meeting Agenda

Minutes of the Jan 19, 2022 meeting

Meeting Room Application

Patron Email

Policy on Behavior in the Library (2)

Policy on Unattended Children (2) (1)

SAILS Employee Confidentiality Agreement

SAILS Privacy Task Audit

Seekonk Community Survey 2022 Draft

January Director's Report

Board of Library Trustees
Minutes of the March 16, 2022 Meeting

1) Call to Order - Chairperson Mike Durkay called the meeting to order at 6:01 PM. Other Trustees attending were Ann Caldwell, Cynthia Corbett, Alyssa Richard and Fred Slemon. 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 February 16, 2022 meeting. The motion was seconded and passed unanimously.

3) Mail, Other Communications, and Requests to Use Library Facilities

- a) A Meeting room Request was received from Friends of Ten Mile River and Bucklin Brook to use the meeting room. Request was approved.
- b) 2nd Annual Meadow's clean up on May 1 with rain date on May 8, 2022

3) Executive Session:

Motion to move into executive session. All Aye

Motion to reenter open session. All Aye

5) Monthly Liaison & Committee Reports

a) Steve D'Amico updated the group on the cost of the VAN, he is still looking into the cost of adding the email component to the VAN package. The committee discussed delaying the joint meeting with the BOS until the early fall when we are getting closer to the Nov date.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust met last night. They are working towards the April 7th at 6PM donor event. There were concerns voiced that the general public will be allowed into the event, but the policy is that the public is always allowed in any public portion of the building. [Kate Hibbert](#) doesn't feel that there will be too many people just wandering in on a Thurs evening. Asked for Cynthia to look for and recommend Trust members. [Lisa Spencer](#) will be leaving the Trust in June so we need someone who will join the board and also be willing to manage the donor perfect system.

c) Friends of the Seekonk Library - Kate Hibbert - Friends will be coming back into the lobby mid april with a smaller book sale. New staging area is being updated. There are approximately 20 lobby volunteers who are looking forward to returning to the lobby book sale. The bulb sale is doing well, they have already earned about \$600.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - Meadows cleanup is scheduled for May.

6) Old Business

a) Sharon St. Hilaire Award – 2022 - Another nomination was received

b) Dominic J. Ruscetta Bequest. Email from Town Hall that we could move forward. The library needed to sign a release. The check is at Town Hall. We would like that money to go into the Trust Account instead of the general fund. Kate Hibbert will look into receiving those funds.

6) New Business

a) Food for Fines will be happening during the first week of April for National Library week.

7) Policy Reviews

a) #30- Policy on Decertified Libraries - There are no modifications to this policy

c) #50-Policy on Behavior in the Library - There are no modifications to the policy

c) #60 - Policy on Ethics - To be reviewed at April meeting

8) Other Business

10) Public Comments & Questions - None

11) Library Director's Report

a) Annual survey is out in the community. There are approximately 200 responses so far.

b) Customer Service area has been changed a little. The print pick up area has been moved to the adult services area. DPW spent some good time and effort and did a great job helping with those areas.

12) Trustee's Comments, Concerns & Suggestions

a) Taste of the Town is Apr 18, 2022 at the lounge at WON sports

13) Set Next Meeting Date & Vote to Adjourn

At 7:02 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 20, 2022 at 6PM

List of Documents:

Meeting Agenda

Minutes from Feb 16, 2022

Meeting Room request

Meadows Use Request

Legislative Breakfast Invitation

Policy #30 - Policy on Decertified Libraries

Policy #50 - Customer Services Policy
Policy #60 - Ethics Policy
Sharon St. Hilaire Award Nomination
February 2022 Director's Report
YTD Budget Report

Board of Library Trustees
Minutes of the April 20, 2022 Meeting

1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:08 PM. Other Trustees attending were Ann Caldwell, Sharon Connors, 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 March 16, 2022 meeting. The motion was seconded and passed unanimously.

3) **Mail, Other Communications, and Requests to Use Library Facilities**

a) 2nd Annual Meadow's clean up on May 1 with rain date on May 8. Including a SHS Spanish club bake sale.

b) A motion was made to delay the reorganization of the Board until May. The motion was seconded and passed unanimously.

4) **Monthly Liaison & Committee Reports**

a) Steering Committee - Alyssa Richard - We mostly talked about getting the VAN up and running and getting moving on reaching out to supporters. By the end of this week the committee plans to have an email ready to go out to the support list about not being at Town meeting this May but that there are still plans to move forward and we are hoping for a big announcement in July! Steve is integrating the VAN and was going to contact Libby about the email portion of the VAN. Bill, Steve and Martha will be meeting to try and come up with a new, succinct message to use this summer. We are working towards a response to the BOS about what renovation would cost. Martha Manno and Phil Gruppuso put together a draft white paper (alternatives analysis) for renovation vs rebuild. Kate Hibbert will be reaching out to MBLC to see if we can average some projects to get a rough sq ft estimate of renovation while still stressing that renovation doesn't meet our basic needs.

The Board discussed the alternatives analysis with renovation vs reconstruction cost. How and when that should be presented to the BOS. How to emphasize the need to make a better decision and stress the better return on investment for the building project.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust met on April 19, 2022. They have received good feedback on the Donor event. General thoughts were, it was nice to meet people they may not normally meet but have like interests with. The Trust is looking to coordinate the appeal calendar with the Friends so fundraising appeals do not coincide.

c) Friends of the Seekonk Library - Kate Hibbert - The Friendsbook sale has returned to the lobby and there are some returning volunteers working the book sale. They had a very successful first day. The flower sale has almost reached \$1000 in fundraising for the Friends.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - Meadows cleanup is scheduled for May 1.

5) Old Business

a) Sharon St. Hilaire Award – 2022 - A second nomination was received from the community. There was discussion about awarding both nominees this year as we are still technically a year behind.. A motion was made to “award two Sharon St. Hilaire Award’s in summer of 2022, date TBD”. The motion was seconded, and passed unanimously.

b) Dominic J. Ruscetta Bequest. The Town approved the receipt of the funds from the Bequest. The funds were placed in a Library Gift Account that we do have direct access to.

c) #60 - Policy on Ethics - the ALA ethics policy has been updated and the new guidelines are reflected in the new language as presented to the BoLT. A motion was made “to accept the policy as revised”. The motion was seconded and passed unanimously.

6) New Business

a) Friends of the Library Book sale - Kate Hibbert asked if the BoLT would like to send a plant or flower arrangement to the Friends to welcome them back into the library. A motion was made “to send a flower arrangement to the Friends of the Seekonk Public Library, not to exceed \$75.00 from LIG/EG funds”. The motion was seconded and passed unanimously.

b) Yearly review is arriving for the Library Director. Sharon Connors and Kate Capello will be sending the evaluation forms out with the expectation that they will be returned by the end of May. Kate and Sharon will then compile the results so they can be presented at the June meeting.

7) Policy Reviews

a) #410 - Library Trustees Award - Some modifications were made to the application. Also a question was raised by a resident who’s student attends a private school, are they eligible for the award? For the 2022 award we can not take an application from outside Seekonk High School. Moving forward, in order to open up applicant’s from Seekonk residents attending other schools we would need to determine a new judging process. At this point the applications are “judged” by staff from SHS. A motion was made “to accept modifications to the award application as presented”. The motion was seconded and passed unanimously.

8) Other Business

a) First amendment “audits” have started again in some public places. Kate Hibbert is suggesting that we do not make any changes to policy at this time. There is some concern that since we have a lot of “public” who utilize the space there may be conflict with patrons and not just staff. Town hall will be making signs to designate “private” spaces so the signage is consistent around the Town. We will be hanging those new signs once they are available.

9) Public Comments & Questions - None

10) Library Director's Report

a) Statistics for the last three months need to be reevaluated because self check out stats through SAILS were incorrect. Kate Hibbert will make adjustments to those numbers and update the BoLT.

11) Trustee's Comments, Concerns & Suggestions

Town meeting will be May 9, 2022

12) Set Next Meeting Date & Vote to Adjourn

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

The next meeting is scheduled for May 25, 2022 at 6PM

List of Documents:

Meeting Agenda
Minutes from March 16, 2022
Meadows Use Request
Building Project Alternatives Analysis
Public Library Construction Info
Construction Costs
Policy Review #60 Ethics Policy
Policy Review #410 Library Trustees Award
Policy #410 Trustee Award Application Form
Memo First Amendment Audits
First Amendment Fact Sheet
First Amendment Auditors Information
ALA and First Amendment Audits
March Director's Report
Financial Report

Board of Library Trustees
Minutes of the May 25, 2022 Meeting

1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:08 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director was also present.

2) **Minutes**

a) A motion was made to accept the minutes of the April 20, 2022 meeting. The motion was seconded and passed unanimously.

3) **Mail, Other Communications, and Requests to Use Library Facilities**

a) A Thank you note was received from the Friends for the plant we sent.

4) **Executive Session**

a) **A roll call vote was held to enter into Executive session - All Aye**

b) **A Roll call vote was held to return to Open Session - All Aye**

5) **Monthly Liaison & Committee Reports**

a) Steering Committee - Alyssa Richard - Mike Durkay met with Sean Cadime today 5/25. Item on the agenda of BOS about South End Fire Station. Is it still fair to say that nothing is moving forward with other Town projects in Nov. South End will not be looking for funds until May of 23. He thinks DPW won't be looking for funds until Fall meeting 2023. We need to also work with the Town about possible use of ARPA funds.

The meeting of the steering committee was held on May 3, 2022. Steve mentioned that the relational database merge is going well, but all changes need to be made by May 9, 2022 so he can complete that merge. There was a discussion of updating the promotional materials and website. The general feeling is that we want to remain positive but stress that the town would be losing out on money that taxpayers have already put in. There was a discussion of the white paper that Martha Manno and Phil Gruposso put together. The committee will have a presence at Spring Fling. The notice about Town Meeting was approved and will be sent out from the Friends and the Trust.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust met, they are still looking for recommendations for members of the Trust. They will have three open positions as of July of 2022. Do we know of anyone who is willing to volunteer in a fundraising capacity?

c) Friends of the Seekonk Library - Kate Hibbert - The Friends raised \$950 on the flower bulbs. They are researching online fundraising through PayPal / Venmo. Cathy Goudreau will be joining the board.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - Meadows cleanup went very well. No large objects found this year.

6) **Old Business**

a) Board of Trustees reorganization

- 1) Sharon Connors nominates the current slate of officers to continue to serve in their current capacity. The motion was seconded and passed unanimously.
- b) Library Trust - there is a need to fill three positions on the Library Trust.
- c) Library Directors Evaluation - the evaluation forms need to be returned to Kate Capello by Friday May 27.

6) New Business - None

7) Policy Reviews

- a) #320 - Display Space & Sign Policy - Some modifications were made to policy because there is no longer a display space in the lobby. A motion was made "to accept the policy as proposed". The motion was seconded and passed unanimously.
- b) #330 - Policy on the Use of Meeting Rooms - Changes in red are grammatical yellow changes are duplicated sections. Modifications were suggested regarding the timeline for applications. A motion was made "to accept the policy as modified". The motion was seconded and passed unanimously.

8) Other Business

- a) Policy #106 Users Statement of Concern About Library Resources (form) - Changes were presented to the Board. A motion was made "to accept the changes to the form as presented to the Board". The motion was seconded and passed unanimously.

10) Public Comments & Questions - None

11) Library Director's Report

- a) New statistics have been added. April had the third highest circulation this year. Youth services are mainly middle school students. Project Chick was very well received in the Children's room.

Senior Class night is Wed June 1 at Seekonk High School. Mike will be presenting the award. Kate will check with Seekonk High School to see who the recipient will be.

12) Trustee's Comments, Concerns & Suggestions

13) Set Next Meeting Date & Vote to Adjourn

At 7:24 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 June 15, 2022 at 6PM

List of Documents:

Meeting Agenda

Minutes from April 20, 2022

Thank you to Trustees

#320 Display Space and Sign Policy

#330 Meeting Room Policy

Director's Report

Financial Report

Board of Library Trustees
Minutes of the June 15, 2022 Meeting

1) **Call to Order** - Vice Chairperson Sharon Connors called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.

2) **Minutes**

a) A motion was made to accept the minutes of the May 25, 2022 meeting. The motion was seconded and passed unanimously.

3) **Mail, Other Communications, and Requests to Use Library Facilities**

a) The Seekonk Recycling committee has sent an email to the Library to confirm a donation of a metal detector.

4) **Monthly Liaison & Committee Reports**

a) Steering Committee - Alyssa Richard - SC Met on June 7, 2022- Mike Durkay met with Shawn Cadime to discuss the Nov Town meeting. There is still no anticipated conflict with other major projects in November 2022. Spring Fling had a few people stop by and some new names were collected, a few people who didn't even know about the project. Libby reached out to Lisa about how we would like to use her services moving forward. We need Libby to allow us control onto the website to add messaging / names to the taxpayer page etc. Award timeline - Kate Hibbert The MBLC will meet on July 7. We will be notified of the award following that meeting. Steering committee meets on July 5. We will work on planning that meeting and then working on the event itself Lisa Bill and Kate / Debbie will work on planning that event. Kate Hibbert sent out some messaging from Gloucester. It's very positive and so Debbie Block would like to take some of the messaging from the Gloucester website to make our messaging a bit more positive. But we would still need to get some control of the website, and figure out options around. Need to maintain the loss of 7.3 M messaging. Tentative date for August 11 for kick off. Does this work for the BoLT? General consensus is that that date will be good.

b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - The Trust had their yearly meeting with their financial advisor. The money is being managed well and they are in good shape to move forward with the support of the building project. Brian (the current treasurer) will be stepping down after the June meeting but will continue to help with the Steering Committee and other aspects of the building project. The Trust does not meet in July and Aug, so their next meeting will be in September.

c) Friends of the Seekonk Library - Debbie Clifton - The Friends are looking at mailings for the donations they will change some of the wording and work out timing so they don't conflict with the Trust. They are looking to have a "blowout book sale" in Aug.

d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - no new requests but there will be concerts this summer.

5) **Old Business**

a) Library Director Evaluations - Evaluation was completed and given to Kate, A motion was made to "grant a salary increase of 2% for the Library Director for FY2023, effective July 1, 2022." The motion was seconded and the motion was passed unanimously.

b) Collection Policy review has been tabled to the July meeting

6) New Business

a) Funding request for the Friends - the detailed listing has been presented to the board. This year a new funding request of \$500 has been added for the Community Garden. The request remains approximately level, but there are areas that can be cut since they have not had the ability to fundraise as consistently over the last couple of years.

7) Policy Reviews

a) #10 Circulation Policy - Some changes may be coming as the SAILS network may be providing guidance for what we are charging out of state residents to use the library. Some libraries are not charging at all or are charging less. A motion was made "to accept the policy as presented." The motion was seconded and passed unanimously.

b) #11 Borrowing Rules - Changes are proposed to be made to the grouping of the library of fees. A motion was made "to accept the policy as presented." The motion was seconded and passed unanimously.

c) #12 Schedule of Fees and Fines - The current processing fee for lost or damaged items is \$5. The staff would like to see that moved to \$2. Kate Hibbert will look into why our processing fee was established at \$5. We will table the discussion to the July meeting.

8) Other Business - None

9) Public Comments & Questions - None

10) Library Director's Report

a) Normal programming and statistics are returning. There was discussion on the FB video from a State Senate candidate. The HVAC system is currently keeping up with needs but DPW needs to be involved in the regulation of the HVAC and the HVAC contractor needs to be contacted. We also need a contractor for the sprinklers in the community garden. Summer programming is kicking off today. Kate Hibbert attended the MA Library Association conference in May. Kate and Pammie Greggerson presented on mobile technology / mobile circulation in the library. Kate is now the secretary of the SAILS board.

11) Trustee's Comments, Concerns & Suggestions

12) Set Next Meeting Date & Vote to Adjourn

At 6:50 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 July 20, 2022 at 6PM

List of Documents:

Meeting Agenda

Minutes from May 25, 2022

Mail from the Seekonk Recycling Coordinator

Policy #140 Disposal of Surplus Property

Policies 10, 11 & 12; Circulation, Borrowing, Fines and Fees.

Memo Re: Potential challenge by candidate for statewide office

FY23 FOL Funding request Summary

FY23 FOL Funding Request Detail

Director's Report

Financial Report

Board of Library Trustees
Minutes of the July 20, 2022 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the June 15, 2022 meeting as modified. The motion was seconded and passed unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) - None
- 4) **Monthly Liaison & Committee Reports**
 - a) Steering Committee - Alyssa Richard - No meeting on July 5. Meeting on July 25 instead. Save the date for the Aug 11 event has gone out. Hustle app is in use and seems to be going well. Meeting regarding our relationship with Libby Post happening tonight.
 - b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - No meeting in the summer. Still looking for people to join the board.
 - c) Friends of the Seekonk Library - Kate Capello new website is active at seekonkfol.org Blow out sale for Aug 20. Next meeting is scheduled for Sept 28.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - none
- 5) **Old Business**
 - a) The St. Hilaire award will be given at the Bill Harley concert on Aug 16th. Melissa Emerson will be in attendance. Sharon Connors will contact Michelle Hines to be sure she received the letter and confirm if she can attend.
 - b) Seekonk Library Trust - There have been no new nominations to the Trust. The Trust is actively recruiting but with no new members yet.
 - c) Policy #12 - SAILS recommends not having a processing fee, ours was about average at \$5 some in MA were as high as \$25. Kate's recommendation is to set the processing fee at \$0. A motion was made "to approve the policy as modified." The motion was seconded and passed unanimously.
 - d) Policy #106 - Revisiting the thought on limiting the objections to Seekonk Residents only. The Board still thinks this is the best course of action. There is no change to the policy at this time.
- 6) **New Business**
 - a) Massachusetts Public Library Construction Program Provisional Grant Award - The Seekonk Public library was awarded a \$7.3M provisional grant. Mike notified the BOS on July 13. We will meet with them in more depth in Aug. A motion was made to "Submit a petition to the Board of

Selectmen for a special town meeting to accept the State grant and for the Town to authorize a debt exclusion for an amount to be determined.” The motion was seconded and passed unanimously.

b) Staff Development Day - Discussion tabled until Aug meeting

7) Policy Reviews

a) #40 Patron’s Record Policy - No changes are proposed to the Policy. SAILS has made some recommendations regarding the personal identifying information. Emails and phone calls about holds will be modified to limit knowledge of the item of others. SAILS will be conducting a purge of data from patrons that have been inactive for 3 yrs and 7 yrs.

b) #140 Disposal of Surplus Property Policy - No changes recommended

c) #141 Procedures for the Disposal of Donations - Change in policy to “eliminate games, toys, electronics and other equipment.” from being accepted as a donation. A motion was made “to accept the policy as presented”. The motion was seconded and passed unanimously

d) #142 Procedures for the Disposal of Library Property - A motion was made “to accept the policy as presented”. The motion was seconded and passed unanimously

e) #330, 331, 332 on the use of Meeting Rooms - There is no discussion in the policy of fees required to use the rooms by groups that are “for profit” or charging admission fees. It was suggested that we add language to note that a fee will be assessed based on the existing fee structure. A motion was made “ to accept the modifications to the policy as discussed”. The motion was seconded and passed unanimously.

8) Other Business - None

9) Public Comments & Questions

AJ Renoni, a rising 5th grader at Aitken Elementary, came to present a check for \$269 for the building fund. He raised the money at a lemonade stand.

10) Library Director’s Report

a) The library received a donation from Charlie Sluter for approximately \$400.

b) Doreen and Andrew Taylor brought in a donation of LEGO in memory of his grandfather.

11) Trustee’s Comments, Concerns & Suggestions

Next Steering Committee meeting will be held on July 25 Mon at 7PM

August 11 is the Grant Celebration

August 16 is the Bill Harley Concert

12) Set Next Meeting Date & Vote to Adjourn

At 7:42 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 24, 2022 at 6PM

List of Documents:

Meeting Agenda
Minutes of the June 15, 2022 Meeting
Seekonk Woodworking Invoice
Expired Patrons - 7 Years
Expired Patrons - 3 Years
MBLC Provisional Grant Awards
Library Grant Vote Options
Westborough Library
Policy #40 Patron Records
Policy #330, 331, 332 Meeting Room Use
Policy #140 Disposal of Surplus Property
Policies 10, 11 & 12; Circulation, Borrowing, Fines and Fees.
Director's Report
Financial Report

Board of Library Trustees
Minutes of the August 24, 2022 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the July 20, 2022 meeting as modified. The motion was seconded and passed unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) Meadows Use Request - A request was received for a movie night on the meadows. Denied as it does not adhere to our policy that states that the Meadows are open for use from dawn to dusk policy and there is limited lighting available at the gazebo.
- 4) **Monthly Liaison & Committee Reports**
 - a) Steering Committee - Alyssa Richard - The committee discussed reestablishing a contract with Libby Post as well as the continued outreach efforts through the VAN and the Hustle app. Discussion of new cost estimate and Kate's discussion with Evan. Kate has also been in discussion with Carolyn Ness from the Deerfield selectboard about pursuing ARPA funding left over for use in the State. The August 3 volunteer meeting and the August 11 kickoff celebration went very well. Next meeting of the steering committee will be on Aug 29.
 - b) Seekonk Library Trust - Cynthia Corbett / Kate Hibbert - No meeting in the summer. Still looking for people to join the board. Mike had a discussion with Anne Miller regarding the lack of people on the board. The BoLT needs to help find board members, BoLT members should continue to reach out to try to recruit board members.
 - c) Friends of the Seekonk Library - Kate Capello - Kate Hibbert - The Friends book sale went very well on Aug 20. They will not meet again until Sept 28.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - still waiting for DPW to finish work on the gazebo. There were issues with the locks on the gazebo and the electricity.
- 5) **Old Business**
 - a) Consider closing the Library for Staff Development for training of the Staff on Monday, January 30, 2023. The library will be closed for the day on Jan 30, 2023 for Staff meeting and a special training.

6) New Business

- a) A motion was made “to expend LIG/MEG funds not to exceed \$375 for staff training on Mon Jan 30, 2023”. The motion was seconded and passed unanimously.
- b) A motion was made “to approve the submission of the FY22 Annual Report to the Town as presented in the meeting information”. The motion was seconded and passed unanimously.

7) Policy Reviews

- a) Policy #12 Schedule of fees and fines - A motion was made “to move the age of “seniors” to 60 from the current 62 this will eliminate the fees at age 60”. The changes are proposed in response to SAILS reorganization of ages of library users from children to youth to adult to seniors. The motion was seconded and passed unanimously.

8) Other Business - None

9) Public Comments & Questions

10) Library Director’s Report

- a) Value statement from SAILS on what we get for our membership in SAILS. Other statistics are in the Directors report.

11) Trustee’s Comments, Concerns & Suggestions

Meeting with BOS with Library tour on Sep 14, 2022 at 5PM then following to the BOS meeting.

12) Set Next Meeting Date & Vote to Adjourn

At 7:17 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 Sep 15, 2022 at 6PM.

List of Documents:

Meeting Agenda
Meadows Request
IFSRC Workshops Flyer
FY22 Annual Report to the Town
Value of Services Merge Public Letter Template
Minutes of the July 20, 2022 Meeting
08-23-22 Updated Grant budget -Working Escalated
08-23-22 Seekonk Library Budget Summary
Policy #12 Schedule of Fees and Fines
Director’s Report

Board of Library Trustees
Minutes of the September 15, 2022 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the Aug 24, 2022 meeting as presented. The motion was seconded and passed unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) A thank you note was received from Chief Isabella for participation in the National Night Out event.
- 4) **Monthly Liaison & Committee Reports**
 - a) Steering Committee - Mike Durkay - Notes from Aug 29 BOS Meeting presentation went better than previous meetings. The feeling was less adversarial; they asked mostly good, productive questions. We would request a special Town Meeting for Oct 24 and ballot vote on Dec 7 as the preferred dates, the final decision is up to the BOS. Deerfield is spearheading a group requesting ARPA and additional funding for MBLC extra money.
 - b) Seekonk Library Trust - Kate Hibbert - Anne Miller - one new member Christine Deskin has been added to the board. They plan to send their annual appeal on their regular schedule. They would like to do another Music and Mocktails on April 27, 2023 event. One additional board member who is on board. The time of the Trust meetings will move to 7PM on Tues and will be trying to move to a hybrid format.
 - c) Friends of the Seekonk Library - Kate Hibbert - They have been instrumental at collecting and managing the special Town Meeting campaign. They will not meet again until Sept 28. The bulb sale is active now.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - no new information
- 5) **Old Business**

none
- 6) **New Business**
 - a) The FY24 Capital Improvements request was presented to the board. A motion was made "to submit the FY24 Capital Improvement Request as discussed to the Capital Improvements committee". The motion was seconded and unanimously approved.
 - b) Policy #TBD Teacher card policy. A motion was made to "accept the Teacher Card Policy as presented." The motion was seconded and unanimously approved.
- 7) **Policy Reviews**

- a) Policy 013 Hotspot Lending Policy - Some of the hotspots that are available are from the MBLC we will end up with 15 hotspots on our account. Policy has been amended to reflect our policy and not the MBLC rules. A motion was made to “amend the hotspot policy as presented”. The motion was seconded and passed unanimously
- b) Policy 020 Homebound Delivery Policy - The policy was edited for clarity and to update to current Town policies. A motion was made to “amend the Homebound Delivery Policy as presented”. The motion was seconded and passed unanimously

8) Other Business

- a) We would like to offer temporary library cards to be available for people with no permanent address. We will look at policies in the area to make our policy. Drafts are in the folder. We will continue the discussion at the October Meeting.

9) Public Comments & Questions

10) Library Director’s Report

- a) See attached notes.

11) Trustee’s Comments, Concerns & Suggestions

Community events that are upcoming Pumpkin Somethin’ on Sept 24 and Celebrate Seekonk on October 1. Possible participation at Homecoming events on Oct 14-15.

12) Set Next Meeting Date & Vote to Adjourn

At 7:15 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 Oct 19, 2022 at 6PM.

List of Documents:

Meeting Agenda
Minutes Aug 24, 2022
Thank you note from Seekonk PD
Draft Letter to State Reps and Senators
FY24 Capital Improvement Request
Library card for temporary residents.
Policy #13 Hotspot Lending Policy
Policy #20 Homebound Delivery Policy
SPL Meeting Room Application
Teacher Card Policy Draft
Temporary Library Card discussion
Library expenditures
Director’s Report August FY23

Board of Library Trustees
Minutes of the October 19, 2022 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, Cynthia Corbett, Sharon Connors, and Fred Slemon. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.
- 2) **Public Comment & Questions**
Member of the public shared concerns and support for the SPL
- 3) **Minutes**
 - a) The minutes of the Sept 15, 2022 meeting will be presented at the next meeting.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
No new mail or facilities use requests
- 4) **Monthly Liaison & Committee Reports**
 - a) Steering Committee - Mike Durkay - Discussion of upcoming Oct 24, 2022 Town meeting - Pat Libby to introduce article. Kate and Mike interviewed with Mr. Cadime. Finance Committee voted 4 to 1 against library building project
 - b) Seekonk Library Trust - Voted on new treasurer- Christina, discussed development of new SLT members, database has been improved, will host 2nd annual Music and Mocktails, Annual Appeal to go out before end of year
 - c) Friends of the Seekonk Library - Kate C. thanked Friends for their great assistance collecting signatures- doing well fundraising with book sales and bulb sales
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - no new update
- 5) **Old Business**
The Celebrate Seekonk Event co-sponsored with Seekonk Cultural Counsel was Saturday October 1. Event moved indoors due to inclement weather- over 400 people attended
- 6) **New Business**
 - a) Library Trust appointments to be clarified : 5 members appointed by BoLT, 1 by Friends and 1 by Town Moderator
 - b) Food for Fines approved for November and December
- 7) **Policy Reviews**
 - a) Policy 100 Collection Development Policy - A motion was made to “amend the Collection Development Policy as presented”. The motion was seconded and passed unanimously.

8) Other Business

none

9) Library Director's Report

a) See attached notes.

10) Trustee's Comments, Concerns & Suggestions

None

11) Set Next Meeting Date & Vote to Adjourn

At 7:02 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 16, 2022 at 6PM.

List of Documents:

Meeting Agenda 10/19/22

Policy #100 Collection Development

URI MGP letter and Resource Fair

Director's Report October 2022

SLT contact information

Wifi Usage Report September 2016

FY23 Waiver Petition

FY23 State Aid Application and Compliance Form

YTD Library Budget

MBLC_ Libraries Facing Shortfalls 9/30/22

Board of Library Trustees
Minutes of the November 16, 2022 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:00 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Sharon Connors, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the Sept 15, 2022 meeting as presented. The motion was seconded and passed unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**

Public records request for the numbers presented for repair costs at the Oct 24 Town meeting.

Fire museum has reached out to the library about using the meadows as the starting point for "Santa's arrival" the first weekend of Dec.
- 4) **Monthly Liaison & Committee Reports**
 - a) Steering Committee - Alyssa Richard / Mike Durkay - Discussion of Oct 24, 2022 Town meeting and how to move forward with the decision in the next 6 months.
 - b) Seekonk Library Trust - Kate Hibbert - Very positive meeting. They are nearly a full board. Enthusiastic about putting money into a program element. Short two members of the board but up to seven.
 - c) Friends of the Seekonk Library - Kate Hibbert - No Oct meeting, they will meet on Nov 30.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - We have asked repeatedly for repairs to the gazebo. The maintenance of the trails? Who is responsible for that? Do we need to formally request that of the DPW?
- 5) **Old Business**
 - a) URI Master Gardener program. The Master Gardeners are asking communities to fund more of that program. Should it come out of the Town appropriation? Funded as a program through the Friends? Is it possible to have a naming opportunity?
 - b) Cynthia Corbett attended the Oct 22 statewide trustee meeting at Shrewsbury public library. More of us should attend next year.

6) New Business

- a) The FY24 Budget needs to be approved by Dec 2. The budget is “level” approximate 1.6% increase. Shipping and processing costs are beginning to increase. There are some staff that are “leveling up” so they will be receiving longevity bonuses. Working with MA Higher Education Consortium for discounts with the book supplier. We may have an increase with the beanstack program. Five additional hot spots have been added to the budget. A motion was made “to accept the budget as presented” the motion was seconded and passed unanimously

7) Policy Reviews

- a) Policy 013 Hotspot Lending Policy - Some of the hotspots that are available are from the MBLC we will end up with 15 hotspots on our account. Policy has been amended to reflect our policy and not the MBLC rules. A motion was made to “amend the hotspot policy as presented”. The motion was seconded and passed unanimously
- b) Policy 020 Homebound Delivery Policy - The policy was edited for clarity and to update to current Town policies. A motion was made to “amend the Homebound Delivery Policy as presented”. The motion was seconded and passed unanimously

8) Other Business

- a) We would like to offer temporary library cards to be available for people with no permanent address. We will look at policies in the area to make our policy. Drafts are in the folder. We will continue the discussion at the October Meeting.

9) Public Comments & Questions

Nicholas Jzyk - Seekonk resident sent a letter to the BoLT regarding the potential issues with vote certification from Town Meeting. Potential for utilizing the teen advisory board for some of the community events.

10) Library Director’s Report

- a) See attached notes.

11) Trustee’s Comments, Concerns & Suggestions

None

12) Set Next Meeting Date & Vote to Adjourn

At 7:34 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 December 21, 2022 at 6PM.

List of Documents:

Meeting Agenda
Minutes Sept 15, 2022

Director's Report October 2022
Draft FY24 Budget
FY24 Action Plan - DRAFT
MPCLC Deadline Extension Request
Policy Reviews
Public Records Request and Response Numbers 2022
Public Records Request Flow Chart
Staff Fleece Jacket Request
YTD Budget Report