

Board of Library Trustees
Minutes of the January 18, 2023 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 October 19, 2022 and November 16, 2022 meetings.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) A scam email was sent out from "AMERIPAC" requesting donations on behalf of the Seekonk Public Library. The email was forwarded to us from a town citizen who recognized it as a scam. This email was not from the Library or Town and notification of the scam was immediately placed on the Town website and notification sent to town residents.
- 4) **Monthly Liaison & Committee Reports**
 - a) Seekonk Library Trust - Cynthia Corbett- New Treasurer is on the account. The Trust is planning another Music and Mocktails event on Apr 27, 2023 We will invite the Trust to the Feb meeting to recognize the new trustees and to recognize Mo Messier for all his service.
 - c) Friends of the Seekonk Library - Kate Capello - During the Dec meeting the Friends appointed Cathy Goudreau and Kathy MacKenzie as Directors.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - No additional requests
 - i) URI Master Gardener program. Ann submitted some national guidance about the Master Gardner program for our review. They will be looking for some more funding from the municipalities as there will be less funding from the URI Program moving forward but changes may not happen until 2024. There is the potential for there to be more volunteers and possibly more Master Gardeners working on the grounds.
- 5) **Old Business**
 - a) Status of MBLC extension - Kate Hibbert - Libraries are still working towards lobbying for ARPA funds. The spreadsheet only allows for a minimal amount of additional funding which may not cover cost increases. Kate and Mike were part of an online meeting to discuss this. There is a state legislative meeting with MBLC next Tues (1/24/23)
- 6) **New Business**

- a) On 1/3/23 the Town Administrator and DPW Superintendent participated in a building walkthrough. Sean Cadime would like to see the BOS approve a feasibility study but this would be for repairs. A motion was made to “request from the BOS funds to conduct a feasibility study to determine the full cost of repair needs for the library”. The motion was seconded and was passed unanimously.
- b) Staff Professional Development Day Jan 30, 2023 A motion was made to “approve LIG/MEG funds not to exceed \$600.00 for staff lunch during Staff Development Day” The motion was seconded and was passed unanimously.

7) Policy Reviews

- a) Policy #310 - Soliciting On Library Property - No changes recommended
- b) Policy #90 - Appealing a Loss of Services- No changes recommended

8) Other Business - none

9) Public Comments & Questions - none

10) Library Director’s Report

a) First State Aid payment will be received from the state soon. [Kate Hibbert](#) confirmed the term expiration for all of the Trustees. Kate Capello and [Fred Slemon](#) are up for reelection this year.

b) Amy Griel has given her notice and has moved on to Sharon Public Library. That position has been posted through the Town.

c) Southeastern MA Libraries Legislative Breakfast will be held on Friday January 20th at Somerset Public Library. [Kate Hibbert](#), Debbie Clifton, [Cynthia Corbett](#) and [Alyssa Richard](#) will be attending.

11) Trustee’s Comments, Concerns & Suggestions

Discussion of current events in Taunton and Fall River. Attacks on the collection and potential disruption to the operation of Library services. This will be partly addressed during the Jan 30, 2023 library staff professional development day.

12) Executive Session

- a) Motion to move into executive session. All Board members voted Aye
- b) Motion to move back to open session. The motion was seconded All Board members voted Aye

12) 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 February 13, 2023 at 6PM.

List of Documents:

Meeting Agenda January 18, 2023
Minutes October 19, 2022
Minutes November 16, 2022
AMERIPAC Fund email
Positive Patron Comment
MBLC Email Potential ARPA funds
MBLC Libraries Facing Shortfalls
Community Letter for Gloucester City Councilors
URI Master Gardener Consultant Project Partnership Graphic
FY23 State Aid to Libraries Initial Award
Legislative Breakfast Notice
Policy #310 Soliciting on Library Property
Policy #90 Appealing a loss or denial of services
November 2022 Statistics at a Glance
December 2022 Statistics at a Glance
November YTD Budget Report
Director's Report December 2022
Director's Report January 2023

Board of Library Trustees
Minutes of the February 13, 2023 Meeting

- 1) **Call to Order** - Vice Chairperson Sharon Connors called the meeting to order at 6:06 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director was also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the January 18, 2023 meeting. The motion was seconded and the minutes were approved unanimously.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) A meeting request was received from Seekonk Softball to use the large meeting room for equipment exchange day. The request was approved.
- 4) **Monthly Liaison & Committee Reports**
 - a) Building Committee - Mike has met with Shawn and will be asking the BOS to consider costs of building assessment. [Kate Hibbert](#) was in a meeting of library directors and ARPA money has been expended. The libraries that are part of the current grant round will not be seeing additional funds through that program and will be looking for other funding sources.
 - b) Seekonk Library Trust - Kate Hibbert- Planning Music and Mocktails for April
 - c) Friends of the Seekonk Library - Kate Capello - Met on Jan 25. Annual appeal made \$9,220 for the annual appeal \$325 Book Sale profits to date. Large book sale with raffle on Feb 25 and setting up See's Candy Sale for the spring.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - None
- 5) **Old Business**
 - a) New / current members of the Library Trust were introduced to the Board. Current members are Anne Miller (Chair), Linda Karewa, LaNon Neary, Michael Seebeck, Paul Nunes and Patty Pomerleau. Sharon thanked them for their volunteer service and all their hard work. Lisa Spencer was also present, she has resigned her position on the Trust, the Board would like to thank her for her service to the Library.
- 6) **New Business**
 - a) The BoLT recognizes Moe Messier for his 10 years of service on the Library Trust and the Friends of the Library. Thank you so much for all your hard work and dedication to the library.

- b) The new MPLC grant round will begin in April of 2023 with applications running through June of 2024. The program is still forming, the website does not have the full grant plan yet.

7) Policy Reviews

- a) Policy #70 - Policy on Unattended Children - Change the name of the policy to “Child Safety Policy” - A motion was made “to accept the changes to the policy as presented”. The motion was seconded and approved unanimously.
- b) Policy #80 - Policy on Behavior in the Library- A motion was made “to accept the changes and amend the policy as discussed”. The motion was seconded and approved unanimously.

8) Other Business - none

9) Public Comments & Questions - none

10) Library Director’s Report

a) Report is included with the meeting notes. The library has been interviewing for the Library I position. Five interviews were conducted, but the preferred candidate rescinded their application. The library will restart the search process.

b) Kate has found some older versions of the BoLT bylaws, she will scan them so we have them for digital archives.

11) Trustee’s Comments, Concerns & Suggestions - None

12) Executive Session

- a) Motion to move into executive session. All Board members voted Aye
- b) Motion to move back to open session. The motion was seconded All Board members voted Aye

12) Set Next Meeting Date & Vote to Adjourn

At 7:06 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for March 15, 2023 at 6PM.

List of Documents:

Meeting Agenda February 13, 2023
Minutes January 18, 2023
Library YTD
Meeting Room Request
Members of the Library Trust
MPLCP 2023-24 Standard Grant Timeline
MPLCP Program Notice 23-24 final 20230111

MPLCP Regulations 2023-24 Grant Round
Policy #70 Child Safety Policy
Policy #80 Policy on Behavior in the Library
Statistics: Door Count 2014 - current
Statistics: Multiyear Circulation Stats
Wifi Usage 2023 - January
Director's Report February 2023

Board of Library Trustees
Minutes of the March 15, 2023 Meeting

1) Call to Order - Vice Chairperson Sharon Connors called the meeting to order at 6:01 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Fred Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debra Clifton, Associate Director were also present.

2) Minutes

a) A motion was made to accept the minutes of the February 13, 2023 meeting. The motion was seconded and the minutes were approved unanimously.

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

- a) Two emails from patrons that were disappointed the library would not be hosting a meet the candidate event this year. Continued for further discussion at the next meeting.
- b) A meeting request was received from the Seekonk Conservation Trust to hold a meeting.
- c) A meeting request was received from a Seekonk Home school group to use the meeting room every other Fri until the end of the school year.

4) Monthly Liaison & Committee Reports

- a) Building Committee - Alyssa will be finishing the letter to supporters.
- b) Seekonk Library Trust - [Cynthia Corbett](#) Trust met on Mar 14. The Board is still in need of one or two members. The Trust is deciding how to approach pledge donations now that the building project will not be moving forward. Music and Mocktails will be on April 27, 2023 from 6-7.
- c) Friends of the Seekonk Library - Kate Capello - Met on Feb 22 - Annual appeal raised 9,870. Next appeal will go out in June. Book Sales in the library have raised \$477. The Blowout Book sale on Feb 25th was successful raising \$224 for the raffle, \$465 for the book sale and S&S \$102.
- d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - None

5) Old Business

- a) Library Cards for Temporary Residents - SAILS would provide a temporary card for 6 months. No holds or interlibrary loan materials would be available, they would be restricted to the materials available in our building with a restriction on 10 items from our building per card. We will reevaluate. A motion was made "to put the Library Cards for Temporary Residents policy into effect for a trial period of six months. The policy will allow for 10 items checked out per card. The policy will be reevaluated at the end of the six month trial period". The motion was seconded and passed unanimously.

- b) Discussion of MPLCP 2023-2024 Grant Round - Letter of intent is due on April 28, 2023. Tappe submitted a proposal for a feasibility study. Further discussion and input from the BOS after the April election would be needed before we submit the letter of intent.

6) New Business

- a) Librarian one position has been filled, hopefully she will start on March 27. The candidate is currently in pre employment screening with the Town.

7) Policy Reviews

- a) Policy #30 - Policy on Decertified Libraries - some minor typographic changes were made. A motion was made "to accept the changes and amend the policy as discussed". The motion was seconded and approved unanimously.
- b) Policy #60 Ethics Policy- Updates to ALA adoption and amendment dates. A motion was made "to accept the changes and amend the policy as discussed". The motion was seconded and approved unanimously.
- c) Policy #410 Library Trustees Award - No changes recommended - Discussion from last year of opening the scholarship to other Seekonk residents who attend private school or are homeschooled. The decision was made to limit applicants to students currently attending Seekonk High School. A motion was made "to accept the changes and amend the policy as discussed". The motion was seconded and approved unanimously.

8) Other Business - none

9) Public Comments & Questions - none

10) Library Director's Report

a) Report is included with the meeting notes. Highlights include the circulation numbers are good and door count is slowly coming back to pre COVID levels. There were some technology issues that have been mostly resolved but there are still a few additional issues. National Library Week April 23 - 29 2023. Seekonk will be participating in the "Ultimate MA Library Road Trip". April 18 - April 29. Link also includes community resources. The library will also be offering "Food for Fines" to benefit the Doorways Food Pantry during National Library Week. Doorways food pantry will also be collecting donations in the lobby again.

11) Trustee's Comments, Concerns & Suggestions - None

12) Set Next Meeting Date & Vote to Adjourn

At 7:33 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 19, 2023 at 6PM.

List of Documents:

Meeting Agenda February 13, 2023

Minutes January 18, 2023
Library YTD
Meeting Room Request
Members of the Library Trust
MPLCP 2023-24 Standard Grant Timeline
MPLCP Program Notice 23-24 final 20230111
MPLCP Regulations 2023-24 Grant Round
Policy #70 Child Safety Policy
Policy #80 Policy on Behavior in the Library
Statistics: Door Count 2014 - current
Statistics: Multiyear Circulation Stats
Wifi Usage 2023 - January
Director's Report February 2023

Board of Library Trustees
Minutes of the April 19, 2023 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 Slemon and Alyssa Richard. Kate Hibbert, Library Director and Debra Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to table the approval of the March minutes until the May meeting.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) An email was received with a discussion of the early closure of the library on Good Friday vs Orthodox Good Friday (a week later). Kate referred to the existing contract that gives library employees the more widely recognized Good Friday as a half day. This is similar to some other town departments but not all. The question was referred to Seekonk Town Administration.
 - b) A member of the finance committee questioned the fundraising and campaigning efforts of the BoLT. Appropriate minutes and an explanation of the function of the Seekonk Library Trust was provided to the Finance Director.
 - c) A note was left in the suggestion box that a patron is very happy with the selection of materials in the new releases section.
- 4) **Monthly Liaison & Committee Reports**
 - a) Building Committee - Letter to supporters was sent out, and generally well received.
 - b) Seekonk Library Trust - [Cynthia Corbett](#) Trust met continued planning for the April 27 donor appreciation event "Music and Mocktails".
 - c) Friends of the Seekonk Library - Kate Capello - Did not meet in March, will be meeting in April.
 - d) Seekonk Meadows Advisory Sub-committee - Fred Slemon - Meadows use request was received for the Third annual Meadows clean up on May 13, 2023
- 5) **Old Business**
 - a) Discussion of MPLCP 2023-34 Grant Round - Letter of intent must be submitted by April 28, 2023. Need a letter of support from someone in the Town Administration's office. Sean Cadime agrees that a letter of intent is a good idea. We will be on the agenda for the BOS meeting on Apr 26, 2023. Mike and Kate have been trying to meet with Town Admin regarding Capital Planning.
 - b) Library Trustees Award – Senior Class Night, May 31, 2023 - \$500 Amazon card will be awarded to the Seekonk High School graduating senior that meets the criteria. We will decide at the next meeting who will present the award.

6) New Business

- a) Discussion of December holidays - Christmas 2023 Christmas Eve is on a Sunday and Christmas Day is on a Mon. Proposal is that the library will close for a half day on Sat the 23 then a full day on Christmas Day.
- b) Discussion of 2023 Sharon St. Hilaire Award - Nominations are needed for the award. Will ask the Trust and Friends for nominations as well. It is usually awarded at the Bill Harley concert in August. Nominations should be submitted by the May meeting.
- c) Discussion of Overdue Fees & Fines - The discussion has been tabled until the June meeting.
- d) Discussion regarding Nomination Papers in the library - Kate will reach out to the State Board of Elections with an opinion as to if this is allowable. We would like to be able to continue this practice, potentially with a disclaimer that we are not responsible for any "mischief" and we are not responsible for the documents themselves.
- e) Discussion of new SAILS eCard- SAILS will be setting up a new electronic system that auto populates and verifies addresses.
- f) Request for use of LIG/MEG funds for Volunteer Appreciation Event, April 22, 2023 - Volunteer appreciation brunch will be held from 10 - 12 PM. A motion was made to "use LIG/MEG funds for the volunteer appreciation brunch not to exceed \$500". The motion was seconded and passed unanimously.
- g) Reorganization of the Board of Library Trustees - discussion and vote to be taken at the May meeting.
- h) The Library would like to host a beer tasting in FY2024. Local history or a talk on "how to make beer" or some other related topic. Debbie Clifton will start to work on the logistics of hosting this type of event.

7) Policy Reviews

- a) Policy #120 Policy on Accepting Gifts - the policy is up to be reviewed with input from the Library Trust, for further review at the May meeting.
- b) Policy # 340 Library Policy on Naming & Recognition - the policy is up to be reviewed with input from the Library Trust, for further review at the May meeting.

8) Other Business - none

9) Public Comments & Questions - none

10) Library Director's Report

a) Report is included with the meeting notes. There has been an increase in both circulation and visits from March of 2022. There are plans to get rid of some older broken / unused furniture. The magazine collection is being condensed and some shelving will be removed to try to make better use of existing space. Considering moving the large print and adult services locations. Anticipate needing some new furniture in those areas. New Librarian I position has been filled and she has started. A new customer service associate has been hired and is currently in pre employment screening with the Town.

Town meeting will be held on May 8, 2023. There is an article on the warrant for a repair feasibility study.

There will be an item on the April 26 BOS agenda.

Members from the MBLC Library Building Specialists will be attending the Jun 21, 2023 to answer questions regarding the 2023-2024 Construction Grant Round.

11) Trustee's Comments, Concerns & Suggestions - None

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 May 17, 2023 at 6PM.

List of Documents:

Meeting Agenda April 19, 2023

Minutes March 15, 2023

Mail Re: Good Friday, Mail: Response to Good Friday Complaint

Mail: Finance Committee

Mail: Suggestion Box

Mail: Meadows Use Request

Nomination Papers Doc

MPLCP 2023-24 Statement of Need MPLCP Draft

Policy #120 Accepting Gifts Policy

Policy #340 Naming and Recognition Policy

LIG MEG Funding report

Existing Library Assessment Proposal Letter R1

Director's Report - March 2023

Program Statistics 2023-March

WiFi Usage - 2023- March

YTD Budget March 2023

Board of Library Trustees
Minutes of the May 17, 2023 Meeting

- 1) **Call to Order** - Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Alyssa Richard. Kate Hibbert, Library Director and Debra Clifton, Associate Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes from the March 15, 2023 and the April 19, 2023 meetings.
- 3) **Mail, Other Communications, and Requests to Use Library Facilities**
 - a) email response from the MA Board of Elections for discussion at the June meeting
- 4) **Executive Session**

Motion All Aye

A motion was made to return to Open Session All Aye
- 5) **Monthly Liaison & Committee Reports**
 - a) Building Committee - None
 - b) Seekonk Library Trust - [Cynthia Corbett](#) - "Music and Mocktails" donor appreciation event was a success. Cynthia let them know about open nominations for the Sharon St. Hilaire Award. The Trust will be sending notifications to supporters who had intended to contribute to the new building requesting information on how to use that donation. Anne Miller will be stepping away from the board. Looking for two additional members of the Seekonk Library Trust. Some discussion of potential to change the venue for the St. Hilaire award.
 - c) Friends of the Seekonk Library - Kate Capello - Friends were gearing up for the May 6 book sale. They have redone the donation letter that will be sent out in June. The Friends have had two members resign so they are also looking for new members to serve on the Board. Next meeting will be May 31.
 - d) Seekonk Meadows Advisory Sub-committee - Kate Hibbert - Meadows path is washed out / rutted. Kate will put in another DPW request for the repair to the path. Meadows clean up was a success.
- 6) **Old Business**
 - a) Library Trustees Award – Senior Class Night, May 31, 2023 - Alyssa will present the award.

- b) Discussion of 2023 Sharon St. Hilaire Award - will be awarded at the Bill Harley concert on Mon Aug 7, 2023 Discussion of three potential nominees. We will look at applications in June.

7) New Business

- a) Reorganization of the Board - A motion was made to Nominate: "[Alyssa Richard](#) as Chair, Kate Capello as Vice Chair, and Cynthia Cobett as Secretary of the Board of Library Trustees for FY 2023". The motion was seconded and was passed unanimously.
- b) Discussion of Town Meeting Warrant Article - modifications to the warrant that was passed at town meeting may lead to potential issues moving forward but we will continue to pursue the feasibility study.
- c) FY24 Funding Request to the Friends of the Library - Requesting a total of \$12,880. The items are listed in the attached document. A motion was made to "submit the proposed request to the Friends of the Library for approval". The motion was seconded and the motion passed unanimously.

8) Policy Reviews

- a) Policy #120 Policy on Accepting Gifts - A motion was made to "accept the motion as modified". The motion was seconded and passed unanimously. Further discussion on this policy and proposed forms will continue in Sept.
- b) Policy #320 Display Space & Sign Policy - A motion was made to "accept the motion as modified". The motion was seconded and passed unanimously.
- c) Policy #330 Meeting Room Use Policy - No changes are suggested at this time.
- d) Policy #340 Policy on Naming & Recognition - We will reevaluate this policy in September

9) Other Business - none

10) Public Comments & Questions - none

11) Library Director's Report

- a) [Kate Hibbert](#) requested carpet cleaning and floor cleaning throughout the building. One new customer service associate has been hired. A conditional offer of employment has been made to an additional customer service associate. [Kathy Lussier](#) has resigned as head of SAILS to move to the NOBLE (North of Boston) network. A local satirical news blog did a feature on Libraries it is included in the information packet. There is a new electronic sign board in the lobby and we will be getting a new mobile board as well for use in meetings in the large meeting room and the Sullivan Room.

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

13) Set Next Meeting Date & Vote to Adjourn

At 7:38 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 21, 2023 at 6PM.

List of Documents:

Meeting Agenda May 17, 2023

Minutes March 15, 2023

Minutes April 19, 2023

Mail: Webinars

Reply from Elections Division

Negotiations 01 Town and Library Proposals

Negotiations Union Proposals to date

Friends Funding Request FY24

Friends Funding Request Summary

Policy Review #120 Gift Policy

Policy Review #120 Sample Gift Acceptance Form

Policy Review #120 Sample Transfer of Ownership Form

Policy Review #310 Display Space

Policy Review #330 Meeting Room Policy 1

Policy Review #331 Meeting Room Procedures and Rules of Use

Policy Review #340 Naming and Recognition Policy

Satirical News Blog

Library - APR YTD

Stats Programas 2023 April

Stats WiFi Usage 2023 April

Director's Report - April 2023

Board of Library Trustees
Minutes of the June 21, 2023 Meeting

- 1) Call to Order** - Chairperson Alyssa Richard called the meeting to order at 6:00 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay and Fred Slemon. Kate Hibbert, Library Director and Debra Clifton, Associate Director were also present.
- 2) Minutes**
 - a) A motion was made to accept the minutes of the May 17, 2023 meeting. Minutes accepted as presented.
- 3) Mail, Other Communications, and Requests to Use Library Facilities**
 - a) Thank you received
- 4) Monthly Liaison & Committee Reports**
 - a) Seekonk Library Trust - Cynthia Corbett- Continued discussion of Trust being able to fund a significant project before November. Anne Miller will stay with the board to assist with transition. Looking for additional members to join the Trust.
 - b) Friends of the Seekonk Library - Kate Capello - Friends funded Summer Brochure
 - c) Seekonk Meadows Advisory Subcommittee - First Summer concert held Monday
- 5) Old Business**
 - a) Discussion of 2023 Sharon St. Hilaire Award - Mike will get names of founders/Board members of Doorways
- 6) New Business**
 - a) Discussion with MBLC Building specialists - Andrea Bunker Bono presented summary of FY 23-24 Grant Round
 - b) Reassignment of Board Committee assignments - Mike Durkay now is the liaison to the Library Trust and Fred Slemon is the liaison to the Friends
 - c) Library Director Evaluation - The evaluation tool is being redesigned as well as potentially adding a mid-year feedback session
- 7) Policy Reviews**
 - a) Policy #10 Circulation Policy- Accepted
 - b) Policy #11 Borrowing Rules - Accepted

- c) Policy #12 Schedule of Fees and Fines - Accepted with the exception of the out of state library card fee to be discussed further
- d) Policy #13 Hotspot Lending Policy - Accepted
- e) Policy #140 Policy on the Disposal of Surplus Property - moved to July meeting
- f) Policy #330 Policy on the use of Meeting Rooms- Accepted with edit that publicity material MUST be submitted to library prior to final approval

8) Other Business -

- a) A survey about programming preferences was left at the library - not distributed as it was not for library use
- b) Temporary Library Card- first application is in progress

9) Public Comments & Questions - none

10) Library Director's Report - Summer Reading Kick off went well. Moving forward outdoor events will require registration in case event needs to be moved indoors; eliminating rain dates.

11) Trustee's Comments, Concerns & Suggestions - Clarification of Library programs being presented by library staff independently and not in conjunction with any outside group or individual.

12) Set Next Meeting Date & Vote to Adjourn

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

The next meeting is scheduled for July 19 , 2023 at 6PM.

List of Documents:

Meeting Agenda June 21, 2023
Minutes May 17, 2023
Director's Report - May 2023
Policy #330 Meeting Room Use
Policy #10 Circulation
Policy #3 Hotspot Lending
Policy #12 Schedule of Fees and Fines
Policy #11 Borrowing Periods
Meeting Room Request
AtAGlance_2023-May
Community Planner_2023-May
Trustee Award Essay

Board of Library Trustees

Minutes of July 19, 2023 Meeting

Call to Order- Chairperson Alyssa Richard called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Mike Durkay, and Fred Slemon. Kate Hibbert, Library Director and Debra Clifton, Associate Director were also present.

Minutes -

A motion was made to table the approval of the June minutes until the September meeting

Mail, Other Communications, and Requests to Use Library Facilities

- Complaint about men's bathroom; addressed.
- Thank You sent to Seekonk Land Conservation Trust
- A meeting room request from Retirement Advisors was incomplete- no date; more information needed; * If intent is to provide information can be approved, if sales no*

Monthly Liaison & Committee Reports

Seekonk Library Trust - Mike Durkay - Trust did not meet in June. Kate H. update on Trust's intent to sell artwork collection.

Friends of the Seekonk Library- Fred Slemon- Friends met on June 28: Book Sale scheduled for August 5, Annual Appeal was successful, Library Director's request approved- next meeting 9/27/23

Seekonk Meadows Advisory Subcommittee- Kate H. - First Summer Concert Series event went well with fifty attendees. Len Cabral requested to move indoors

Old Business

Library Director Evaluation: Other town evaluations were reviewed and adapted for the Library, draft of new evaluation to be reviewed.

Sharon St. Hilaire Award: Will be presented to Doorways at Bill Harley concert on 8/7 We will ask for food donations - * Discussion regarding returning responsibilities of the award to the Library Trust.

New Business

Motion to close the library and provide lunch for a Professional Development Day, Monday January 29, 2024- passed.

Motion to approve funding for the purchase of new furniture for the meeting room: Tables & 20 Chairs (childrens) & 55 chairs (adult). Money to be expended from Lig/Meg Account not to exceed \$40,000 - passed

Board of Library Trustees
Minutes of July 19, 2023 Meeting

Discussion of reorganization of library service desks and collections : on-going planning for more adult services

Motion to forgive all long term outstanding overdue fines, processing fees, lost fines, and referrals- approx. \$4,000 of outstanding fines (Lost approx. \$9,000 goes back to 2009). - passed

Policy Reviews

#40 Policy on Patron Records- tabled until next meeting

#140 Policy on the Disposal of Surplus Property – No changes recommended: Reviewed

#141 Procedures for the Disposal of Donations – No changes recommended: Reviewed

#142 Procedures for the Disposal of Library Property – No changes recommended: Reviewed

Other Business : Alyssa met with TA Cadime discussed continuing to work with Tapee; also requested a dedicated selectboard member work with library throughout project

Public Comments & Questions: None

Library Director's Report: New customer Service Associate started on July 14, DPW will finish painting Children's Room , dates of upcoming events provided for Board members consideration

Trustee's Comments, Concerns & Suggestions - None

Executive Session 1.

- a. Motion made to enter into executive session as per MGL c 30A s 21(a) (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Roll call vote passed.
- b. Motion to return to open session. Roll call vote passed.

At 7:24 PM a motion was made to adjourn the meeting. It was seconded and passed; the meeting adjourned.

The next meeting is scheduled for **September 20 @ 6:00 PM**

List of Documents:

Meeting Agenda July 19, 2023

Board of Library Trustees
Minutes of July 19, 2023 Meeting

Minutes June 21, 2023

Mail: Re: Men's restroom conditions

Mail: Meeting Room request

Mail: Thank you TO Seekonk Land Conservation Trust

Policy #40 Patron Records

Policy #140 Disposal of Surplus Property

Policy#141 Disposal of donations

Policy#142 Disposal of Library property

Lig/Meg Grant Balance

Library Director Eval Draft 2

Furniture Quote

Furniture Funding Request

Director's Report June 2023

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Board of Library Trustees

Minutes of the September 20, 2023 Meeting

Meeting was Called to Order by Chair, Alyssa Richards @ 6:06 PM; Other Board Members in attendance: Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Mike Durkay. Kate Hibbert, Library Director was also present.

Minutes of both June and July 2023 were approved

Mail, Other Communications, and Requests to Use Library Facilities:

Thank You received from Sharon Clarke

3 requests for meeting room or Meadows- Approved

Monthly Liaison & Committee Reports

Seekonk Library Trust :

Mike Durkay indicated that the Library Trust is still in need of nominations for additional members. SLT will be sending "Did you Know" campaign postcards to members to highlight library services

Friends of the Seekonk Library

Meetings were not held throughout the summer months.

Friends will host a book sale at the Celebrate Seekonk event

Seekonk Meadows Advisory Sub-committee

Celebrate Seekonk Event to be hosted by Cultural Counsel on September 30 from 11-3

Old Business

Library Director's Evaluation was presented to Kate Hibbert for her review and signature.

Motion to award a three percent raise based on Kate's positive performance review passed unanimously

New Business

Motion to approve submittal of FY25 Capital Improvement Plan as presented passed

Approval of the FY24 Financial Report and State Aid Compliance Form was deferred to next month

Board of Library Trustees
Minutes of the September 20, 2023
Meeting

-Kate Hibbert introduced potential need for Board's consideration for approval of the Notification for Request for Flexibility for the Materials Expenditure Requirement

Library Building Feasibility Study/Condition Assessment Timeline

-Pam Posey will be the Selectboard Liaison for project

Potential sale of the artwork owned by the Seekonk Library Trust- Trust looking into using an auction house to sell collection

Motion to approve the FY23 Annual Report to the Town- passed

Motion to purchase additional fleece jackets for staff from LIG/MEG funds-not to exceed \$200- passed

Policy Reviews

#20 Homebound Delivery- approved as presented

#40 Policy on Patron Records -approved with minor changes noted

#120 Gift Policy- tabled

#340 Naming & Recognition Policy- tabled

Other Business

-Sharon Clarke will start as Associate Director October 2, 2023

-Board met new Customer Service Associate Jennifer Fonseca who started 9/13/23

Public Comments & Questions - None

Executive Session 1.

- a. Motion to enter into executive session as per MGL c 30A s 21(a) (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares- approved by roll call vote
- b. Motion to return to open session made and approved by roll call vote

Board of Library Trustees
Minutes of the September 20, 2023
Meeting

Next Meeting set for Wednesday October 18, @ 6:00 PM & Meeting adjourned @ 7:19PM

List of Documents:

FY23 Annual Report draft

CIP Statement of need FY25

Capital Improvement Template FY25

CIP FY24 Capital Budget Request

Mail-Thank You from Sharon Clarke

Meeting room requests

Aug YTD -Library

Director's Report August 2023

CIP Statement of Need FY25 #1

CIP Statement of Need FY25 #2

Statistics-Programs

Statistics WiFi

FY-ARIS Report

BoLT draft minutes 7/19/23

Policy #40 Patron Records

Policy #120 Gift Policy

Policy#340 Naming & Recognition

Policy #20 Homebound Delivery

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Board of Library Trustees

Minutes of the Wednesday, October 18, 2023 Meeting

Call to Order- Chairperson Alyssa Richard called the meeting to order at 6:04 PM. Other trustees attending were Kate Capello, Cynthia Corbett, Mike Durkay, Fred Slemon. Kate Hibbert, Library Director was also present.

Approval of Minutes- Minutes of the September 20, 2023 were accepted

Mail, Other Communications, and Requests to Use Library Facilities- No mail or requests for facility use

Monthly Liaison & Committee Reports

Seekonk Library Trust - Mike Durkay- ongoing discussions of artwork collection to be auctioned- auction has been delayed. The Library Trust's Annual Appeal will include a QR code this year. Mike met with Ann Miller about policies.

Friends of the Seekonk Library- Fred Slemon- Friends met on 9/27/23 Friends are in need of additional officers : treasurer, secretary, and VP. Friends are in need of an accountant to do yearly tax returns.

Seekonk Meadows Advisory Subcommittee- No update; moving forward only requests for use of the Meadows will be discussed

Old Business

Update on Building Feasibility Study Contract & Timeline: Site visit conducted by Tappe on 10/31/23, permit anticipated to be received within forty-five days and completed by the end of the year.

New Business

Discussion of proposed new Gift & Naming Recognition Policies: Kate H. will ensure that language is compatible with Town policies. Electronics will not be accepted. Potential updated policy language to be reviewed and then possibly reviewed by Town Counsel as well

A Motion to for the use of LIG/MEG funds, not to exceed \$800, for staff training on January 29, 2024 was approved.

Policy Reviews

#100 Collection Development Policy was approved

#120 Policy on Accepting Gifts and #340 Library Policy on Naming & Recognition were tabled

Other Business : None

Board of Library Trustees
Minutes of the Wednesday, October 18, 2023 Meeting

Public Comments & Questions : None

Library Director's Report : Visit and Circulation numbers are up; approximately 400 people attended Celebrate Seekonk Day, Freedom to Read Event went well and included a slideshow of book challenges in the US from 2013 to 2023, Posting for Librarian I position closes on 10/20/23 and interviews will be held.

Trustee's Comments, Concerns & Suggestions : Fall Town Meeting Monday 11/13/23

Set Next Meeting Date & Vote to Adjourn : Next meeting scheduled for 11/15/23 at 6:00- meeting adjourned at 6:44PM

List of Documents:

Meeting Agenda October 18, 2023
Minutes September 20, 2023
Director's Report September 2023
Gift and Naming Policy Proposed doc
Policy #100 Collection Development
Policy #340 Naming and Recognition
Policy #120 Gift Policy
PSS4 w/attachments.pdf
Statistics: Wifi 2023.September(1).pdf
Town Policy: Acquiring Real Estate pdf

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Board of Library Trustees

Minutes of Wednesday, November 15, 2023 Meeting

Call to Order- Chairperson Alyssa Richard called the meeting to order at 6:02 PM. Other Trustees attending were Kate Capello, Sharon Connors, Cynthia Corbett, and Mike Durkay. Kate Hibbert, Library Director was also present.

Approval of Minutes - Approval of October 18, 2023 minutes postponed until December meeting

Mail, Other Communications, and Requests to Use Library Facilities- None

Monthly Liaison & Committee Reports

Seekonk Library Trust - Mike Durkay : Trust is working on Vision Statement to be included in Annual Campaign, continuing to work with another auction firm re: art collection, on-going need for Trust members one now, one as of January '24, and one as of June '24

Friends of the Seekonk Library- Meeting held October 25, 2023 : Reviewed Annual Appeal and Celebrate Seekonk Day. Still in need of a Treasurer and a VP. Bay State Book Company collects and pays for unwanted books but will require a bin in the parking lot- Kate raised concerns that it could get confused with current return bins. More information needed. Book Sale scheduled for 11/18

Old Business

Update on Building Feasibility Study : Site visit completed, report pending

Discussion of proposed new Gift & Naming Recognition Policies: Mike summarized proposed changes; awaiting Town Counsel input, to be presented for vote at December meeting

New Business

Motion to approve of FY25 Action Plan as written for submittal to MBLC - passed

Discussion of proposed FY25 Operating Budget- Motion to approve FY25 Operating Budget as amended for submittal to Town on or before 12/01/23- passed

Motion to appoint LaNon Neary, Michael Seebeck, Paul Nunes, and Patty Pomerleau to the Board of the Seekonk Library Trust {Kate to provide list of names and dates of tenure} -passed

Discussion of the federally funded e-rate program administered via USAC; MBLC urging libraries to apply for grants; recommendation to have a consultant discussed; Kate attending webinar/workshops

Policy Reviews

Board of Library Trustees
Minutes of Wednesday, November 15, 2023 Meeting

#210 Internet Use and Safety Policy – no changes recommended

#220 Social Networking Policies- Motion to approve as amended-passed

#230 Web Links Policy – no changes recommended

Other Business

Public Comments & Questions - None

Library Director's Report : Building problems- DPW called due to heat not working, issues in public bathroom

Trustee's Comments, Concerns & Suggestions - None

Next Meeting Date set for December 20, 2023 at 6:00 PM / Meeting Adjourned at 7:09 PM

List of Documents:

Meeting Agenda November 15, 2023

Director's Report October 2023

E-Rate Discount Rate

E-Rate Eligible Services List Glossary.pdf

E-Rate FY23 Eligible Services List

FY24 State Aid Initial Award.pdf

FY25 Action Plan

FY25 Budget.pdf

OCT YTD Financials

Policy #210 Internet Safety.pdf

Policy #220 Social Networking.pdf

Policy #230 Web links.pdf

Program Statistics October 2023.pdf

Proposed Gift Policy- Summary of Changes 11-2023.docx

Wifi Statistics October 2023.pdf

Board of Library Trustees

Meeting Minutes

Wednesday, December 20, 2023 at 6 PM

Meeting was Called to Order at 6:03 by Chairperson Alyssa Richard; other trustees in attendance: Ann Caldwell, Kate Capello, Sharon Connors, Mike Durkay; Library Director Kate Hibbert and Associate Director Sharon Clarke were also in attendance

Approval of Minutes: Minutes of the October 18, 2023 BoLT meeting were approved with a minor edit. Minutes of the November 15, 2023 BoLT meeting approved

Mail, Other Communications, and Requests to Use Library Facilities: Chris Rizzo requested use of the meeting room for the Town Democratic Committee for either January 6 or January 20

Monthly Liaison & Committee Reports

Seekonk Library Trust Mike Durkay- Annual appeal sent out, Auction/Sale of Art Collection delayed for further discussion, Music & Mocktails scheduled for April during Library Appreciation Week, Trust agreed to fund new furniture for meeting room, still looking for one additional member

Friends of the Seekonk Library Successful Book Sale in November ; In need of a Treasurer

Seekonk Meadows Advisory Subcommittee- No update

Old Business

Update on Building Feasibility Study- Weston & Sampson have filed application for DEP permit

After discussion of proposed new Gift & Naming Recognition Policies: Motion to accept amended policy passed

New Business

Updates to the By-Laws of the Board of Library Trustees considered -Motion to accept updated by-laws as amended passed

Request of the Friends of the Library to place a book donation bin on the library property discussed

Request of the Recycling Coordinator to place a plastic film collection bin on the library property was discussed and declined

Policy Reviews - None

Other Business - None

Board of Library Trustees
Meeting Minutes
Wednesday, December 20, 2023 at 6 PM

Public Comments & Questions - None

Library Director's Report - Fairly quiet month

Trustee's Comments, Concerns & Suggestions - None

Next Meeting Date 1/17/24 @ 6pm Meeting adjourned @ 7:03

List of Documents:

Meeting agenda 12/20/23

Arbitration Hearing Notice

BoLT Bylaws Current.docx

Copy of BoLT Bylaws current

Copy of Gift & Naming Policies

Director's Report

FOL Donation Bin Request

FY24 State Aid Remittance(Initial payment).pdf

Galecia Group Contract (AI Workshop) pdf

Gift & Naming Policy Porprev2.docx

Meeting Room Request.pdf

Minutes 11/15/23

Minutes 10/18/23

NovYTD-Library.pdf

Recycling Coordinator: Trx Collection bin.jpg, Trex Collaboration.pdf, Trex Challenge.pdf

Trust Appt (BoLT) Neary 2023 docx, Trust Appt (BoLT) Nunes 2023 docx, Trust Appt (Friends) Guglielmo 2023 docx, Trust Appt (Town Moderator) Seebeck 2023 docx, Trust Appt (BoLT) Pomerleau 2023 docx

Board of Library Trustees
Meeting Minutes
Wednesday, December 20, 2023 at 6 PM

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