

Board of Library Trustees

MEETING MINUTES

Wednesday, January 17, 2024 at 6 PM

Meeting Called to Order @ 6:04 by Chairperson Alyssa Richard. Other Trustees in attendance: Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon. Associate Director Sharon Clarke was also in attendance.

December Meeting Minutes were approved

Request for meeting room us by Concerned Citizens of South Seekonk (Proposed group name) was approved

Monthly Liaison & Committee Reports : Seekonk Library Trust - Mike Durkay reported Art Auction delayed further, Annual Appeal on-going, seeking input on a project that the Trust can support, Annual Donors to be invited to Third Annual Music & Mocktails, one board vacancy remains

Friends of the Seekonk Library- December meeting was canceled- need a secretary

Old Business Update on Library Feasibility Study: No update, waiting on DEP permit, leaking coming from siding. Discussion of proposed new Gift & Naming Recognition Policies- still under review changes to be made prior to approval

New Business Request for use of LIG/MEG funds - not to exceed \$500- to provide lunch for staff during the Professional Development Day on 1/29/24 - Approved

Policy Reviews

Policy #90 Appealing a Loss of Service was accepted as amended

Policy #310 Policy on Soliciting on Library Property was accepted as amended

Other Business - None

Public Comments & Questions - None

Library Director's Report : Year in review 2023, Historical Fiction Book Club celebrated their 50th meeting, Library won 2nd place in Town decorating contest

Trustee's Comments, Concerns & Suggestions - None

Next Meeting scheduled for Wednesday February 21, 2024 & Meeting adjourned @ 6:40pm

Board of Library Trustees
MEETING MINUTES
Wednesday, January 17, 2024 at 6 PM

LIST OF DOCUMENTS:

Meeting agenda 1/17/24.docx

Minutes (Draft) 12/20/24.docx

Director's Report.gdoc

FY2025 MBLC Legislative Agenda.pdf

2023 Year in Review.png

2024019150715292.pdf (mtg room request)

Leg Breakfast email.pdf

Leg Breakfast Save the Date Card.pdf

Wifi usage-2023-December.pdf

Programs-2023-December.pdf

Dec YTD-Library.pdf

Policy #90 Appealing Loss of Service.pdf

Policy #310 Soliciting on Library Property.pdf

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Board of Library Trustees

MEETING MINUTES

Wednesday, February 21, 2024 at 6 PM

Chairperson Alyssa Richard called the meeting to order at 6:00. Other Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon. Library Director Kate Hibbert, and Associate Director Sharon Clarke were also present.

Approval of January 17, 2024 Meeting Minutes was tabled until March 20, 2024

Mail, Other Communications, and Requests to Use Library Facilities: three requests for facilities usage were approved

Monthly Liaison & Committee Reports

Seekonk Library Trust : Mike Durkay and Kate Hibbert _ Trust planning to sell 10 paintings through an auction house, still collecting from Annual Appeal, Theme for Music & Mocktails is Community Connections

Friends of the Seekonk Library: Fred Slemon Friends called an Emergency Meeting to elect officers and are getting banking formalized

Old Business

Update on Library Building Feasibility Study: waiting on DPW permit

Discussion of 2023-24 MPLCP Grant Round: application due by May 31, 2024

New Business

Motion passed to approve Food for Fines during National Library Week, April 7-13, 2024

Discussion of the library hosting a “Meet the Candidates” event: Saturday March 16 identified as potential date. Consideration of another group/organization hosting event

Policy Reviews

#70 Child Safety Policy: Approved as amended

#80 Policy on Behavior in the Library: Approved as discussed

#410 Library Trustees Award: Reviewed and accepted without change

Other Business

Public Comments & Questions : None

Board of Library Trustees
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Wednesday, February 21, 2024 at 6 PM

Library Director's Report : Security cameras not working - system unable to be repaired, SE MA Leg Breakfast, Annual Community Survey, Upcoming meeting with TA, asked Fire Department about Narcan training for staff

Trustee's Comments, Concerns & Suggestions: None

Executive Session

- a. Unanimous Roll Call vote for 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. entered executive session at 7:10
- b. Unanimous Roll Call vote to return to open session at 7:13

Next Meeting scheduled for **Wednesday March 20, 2024 at 6:00** ; Meeting adjourned 7:15

LIST OF DOCUMENTS:

Library Photography Filming Policies

Agenda February 21, 2024.docx

Policy #80 Behavior in Library.gdoc

SEMASS Legislative Invitation (2).pdf

Meeting Room Request- Osamequin Farm.pdf

Meeting Room Request- Spice Club Potluck.pdf

Director's Report January 2024.gdoc

FY25 MBLC Legislative Agenda memo.pdf

FY25 MBLC Legislative Agenda.pdf

Policy #70 Child Safety.pdf

Policy #80 Behavior in Library.pdf

Statistics-Programs-2024-January.pdf

Meeting Room Request.pdf

Financials JanuaryYTD-Library.pdf

Statistics: wifi-2024-January.pdf

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Thank You to Trust.docx

MBLC Advisory re: Filming in the library.pdf

Library responses to Meet the Candidates.docx

Policy #410 Library Trustee Award and Application.pdf

Seekonk Public Library Camera System.pdf

January 2024 Seekonk Library Study.pdf

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Board of Library Trustees

MEETING Minutes

Wednesday, March 20, 2024 at 6 PM

Chair Alyssa Richard called the meeting to Order at 6:00. Other Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, and Mike Durkay. Library Director Kate Hibbert and Associate Director Sharon Clarke were also present.

Minutes of both the January 17, 2024 and February 21, 2024 were accepted with corrections

Mail, Other Communications, and Requests to Use Library Facilities: three requests for meeting room use [SE MA Huddle- Meet the Candidates, Healthcare Solutions, and Friends of Friends] and one request for the Meadows [Bfunk Holi Dance Class] were approved

Monthly Liaison & Committee Reports

Seekonk Library Trust : Preparations for 3rd Annual Music & Mocktails ongoing - One position remains unfilled (to be appointed by the Town Moderator)

Friends of the Seekonk Library: Planning and preparation for May book sale

Old Business

Update on Library Feasibility Study: Still awaiting DPW permit and draft report.
Not applying for an MBLC grant this round.

Library Trustees Award- To be awarded Senior Night, May 29, 2024, 6:30 PM

New Business

Parks and Recreation Coordinator Erica Harris-Grimes presented information for the Board's consideration as to the possibility of installing an AED in the Meadows. Unit would be in a locked box accessed after call to 911 for an access code

At the Select Board meeting of March 27 there will be recognition of the Library for National Library Week, April 7-13, 2024.

Motion to use LIG/MEG funds- not to exceed \$50,000 - to cover the cost of furnishings approved

Discussion of the 2024 Sharon St. Hilaire Award - Board will request that the Trust resume responsibility for gathering nominations and selecting awardee

Anne Miller and Linda Karewa to be recognized for their years of service to the Trust

Request the use of LIG/MEG funds- not to exceed \$550- for Volunteer Appreciation Event on Saturday April 27, 2024

Board of Library Trustees
MEETING Minutes
Wednesday, March 20, 2024 at 6 PM

Policy Reviews

#30 Policy on Decertified Libraries approved as amended

#60 Ethics Policy approved as amended

Other Business

Public Comments & Questions : None

Library Director's Report :

- Fence around Meadows in need of repair- DPW has been notified- design of fence may have significant meaning i.e. conservation.
- \$15,000 from Capital Funds for installation of new security camera system
- TA called a Department HEad meeting to discuss budget
- Community Survey has been sent to MA Library System for consultation and finalized
- Sharon Clarke reported on results of MBLC Boston Bruins Pajama Drive- Town Hall and Human Services were invited to host collection bins- this collaboration was successful in exceeding the goal of 160 pairs by collecting 246 pairs of pajamas

Trustee's Comments, Concerns & Suggestions: Reminder that Taste of the Town Event is on Monday April 15 from 5-8 (Patriot's Day) - Dr. Suess' Birthday Storytime was wonderfully done

Next Meeting Date Scheduled for Wednesday April 17 at 6:00 & meeting adjourned @ 7:16

List of Documents:

January 17, 2024 Meeting Minutes (draft).gdoc

Meadows-usage-request-Sojai April 14.pdf

Agenda March 20 2024.docx

Parks and Recreation Request.pdf

Meeting Room Request (2).pdf

Meeting Room Request.pdf

Programs Board Report-2024-February.pdf

Policy #60 Ethics Policy.pdf

Policy #30 Policy on Decertified Libraries.pdf

Director's Report February 2024.gdoc

Board of Library Trustees
MEETING Minutes
Wednesday, March 20, 2024 at 6 PM

NLW 2024 Proclamation-final(1).docx

Mass EVIP-PAC.pdf

Feb YTD-Library.pdf

Wifi Board Report- 2024-February.pdf

Meeting Room Request (1).pdf

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Board of Library Trustees

MEETING MINUTES

April 17, 2024

Meeting was called to order by Chairperson Alyssa Richard at 6:06PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Conors, Cynthia Corbett, and Fred Slemon. Also present was Associate Library Director Sharon Clarke.

Minutes of the March meeting were accepted as written/presented

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

Monthly Liaison & Committee Reports

Seekonk Library Trust - Music and Mocktails was wonderfully successful

Friends of the Seekonk Library- Volunteer Brunch will be held on April 27, annual appeal is on-going, Friends looking into liability insurance for officers

Old Business

Update on Library Feasibility Study- Permit from DEP received

Discussion of Sharon St. Hilaire Award- Trustees to continue thinking about potential nominees

New Business

Request to use LIG/MEG funds -not to exceed \$1,000 -to purchase summer reading theme gear for staff was approved

Policy Reviews

#320 Display Space and Sign Policy – *no changes recommended- TABLED*

#330 Meeting Room Use Policy – *no changes recommended- Approved*

Other Business

Public Comments & Questions - None

Library Director's Report - Reviewed as submitted / no discussion

Trustee's Comments, Concerns & Suggestions - None

Next Meeting set for May 22 @ 6:00 & Meeting Adjourned @ 6:38

Board of Library Trustees

MEETING MINUTES

April 17, 2024

List Of Documents

Meeting Minutes March 20, 2024 draft

April 17, 2024 docx (Agenda)

Policy #330 Meeting Room Use Policy.pdf

Policy # 320 Display Space & Sign Policy.pdf

Director's Report March 2024.gdoc

Mar YTDLibrary.pdf

Wifi Board Report_2024.pdf

CC Board Report_2024.pdf

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Board of Library Trustees

MEETING MINUTES

Wednesday, May 22, 2024 at 6 PM

BoLT meeting Called to Order by Chair Alyssa Richard at 6:01 PM; other Trustees in attendance were Ann Caldwell, Kate Capello, Cynthia Corbett, Sharon Connors, and Mike Durkay. Kate Hibbert, Library Director was also in attendance.

Minutes of the April 2024 meeting were approved as written

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

- Request for use of the Meadows three times on Sundays during the summer for dance lessons. Discussion included the point that charging for events held in the Meadows is not allowed. Option of waiving electricity the \$25 electricity fee as well as inclusion on the library calendar of events were also discussed.
- A thank you note was received from a "Happy Parent"

Monthly Liaison & Committee Reports

Seekonk Library Trust : Mike Durkay shared that the Library Trust would be down an additional member at the end of June- meaning there are three positions to be filled

The Trust will resume responsibility of the Sharon St. Hillaire Award in 2025

Music & Mocktails was another resounding success despite lower attendance this year- many positive comments about the Library of Things

Art Auction- 8 of 10 pieces already sold- with an offer on a ninth piece

The Community Room will remain the focus of Trust support

Friends of the Seekonk Library:

Will have a new treasurer in place soon

Reorganization of the Board: Ann Caldwell expressed willingness to become Secretary with remainder of Board willing to continue in their roles- Slate of Officers to be voted on at the June 12 meeting

Old Business

Update on library building feasibility study- Permit has been obtained; researching for the correct type "membrane" that will be needed for replacement once work has been started

Cost estimator to be done in tiers of what must be done and what would be beneficial

MA Building Code requires any renovation above 30% to be completely ADA compliant

Board of Library Trustees

MEETING MINUTES

Wednesday, May 22, 2024 at 6 PM

Discussion of Sharon St. Hilaire Award: Jennifer St. Michael was discussed as potential nominee

Chair Alyssa Richard to present scholarship at Class Night on May 29th at 6:30

New Business

Discussion of potential sponsorships of library programs by community organizations- approved by Board

Discussion of recognition of retiring volunteers for their years of service to the library- to be done at September meeting

Policy Reviews

Policy # 50 Customer Services Policy- approved as presented

Policy 320 Display Space Policy- approved with no changes recommended

Other Business -None

Public Comments & Questions - Previously discussed re: use of Meadows on three Sundays in the Summer

Library Director's Report : A service appointment is scheduled for the front door- a new people counter will be used with uploading capabilities- mobile charging stations and new bookshelves for the children's room- Community Survey ending on May 23- about 420 responses so far- Interdepartmental Cooperation noted

Trustee's Comments, Concerns & Suggestions: Volunteer appreciation event was wonderful- good food and community

Next Meeting to be held on Wednesday June 12, 2024 @ 6:00 PM- meeting adjourned @ 7:20 PM

LIST OF DOCUMENTS:

Meeting Agenda May 2024.docx

Meeting Room Request. pdf

Meeting Room Request-Charter Financial.pdf

Meeting Room Request-Charter Financial2.docx

Minutes 4/17/24.gdoc

Board of Library Trustees

MEETING MINUTES

Wednesday, May 22, 2024 at 6 PM

Mail- Thank You Note pdf

Mail- Thank You from Happy Parent.pdf

Meadows use Request.pdf

hqdefault.jpg

Director's Report for April 2024.gdoc

Policy #50 Customer Service Policy.pdf

Wifi Board Report-2024-April.pdf

Display Space request.pdf

CCBoard Report 2024-April.pdf

APR YTD-Library.pdf

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Board of Library Trustees
MEETING MINUTES
June 12, 2024

Call to order

BoLT meeting called to order at 6:06 PM by Vice Chair Kate Capello. Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, Mike Durkay, Kate Hibbert, Library Director and Sharon Clarke, Associate Director, were also in attendance.

Approval of Minutes

The May 2024 minutes were approved as amended.

Mail, Other Communications, and Requests to Use Library Facilities

There was no mail or communications or requests to use the library.

Monthly Liaison & Committee Reports

Seekonk Library Trust: Mike Durkay reported that the Trust's Treasurer and Fund Manager spoke at the most recent meeting. Since a new library is no longer on the horizon the investment strategy needs to be restructured so that money is accessible at certain times. The Trust will need an idea of the timing and what amounts will be needed.

The officers are:

President: Patty Pomerleau
Vice-President: Linda Karewa
Treasurer: Paul Nunes

Friends of the Library: Kate Hibbert reported that the Friends annual appeal letter went out. It was sent out close to the Trust's letter concerning Music and Mocktails.

Old Business

Update on Building Feasibility Study

Kate Hibbert reported there has been a delay in the excavation as well as a price increase over the amount that was funded at town meeting. Kate has contacted the town administrator about this. We need to wait for approval on the cost increase before work can begin. The Library may be able to make up the difference in cost

Action item: Kate has contacted Shawn Cadime but has not yet heard back from him. She expects a response by tomorrow (6/13/24)

Board of Library Trustees
MEETING MINUTES
June 12, 2024

Kate distributed draft plans drawn up by Tappé showing what can be done within the existing footprint.

A question was raised about the cost estimate and whether it included repairs. Kate believes it includes changes and anything else needed to bring building up to what is needed

Action item: Kate will check with Jeff Hoover at Tappé about the cost estimate

Discussion of Sharon St. Hilaire Award

Two names were suggested: Jen St. Michael (she has retired) and Dina Marinucci

Action item: Kate will email Alyssa tomorrow to see if she has contacted Jen

New Business

Library director evaluation:

Sharon Co. and Kate C. will work on this. Sharon wondered if the town form meets our needs and whether it's useful to Kate. Kate would like to know what she should be doing: where she is strong and where she needs improvement. Kate C. and Sharon will have something ready by September.

Policy reviews

There are no changes to:
Policy #10 Circulation Policy
Policy #11 Borrowing Rules
Policy # 12 Schedule of Fees and Fines
Policy #13 Hotspot Lending Policy
Policy #140 Disposal of Surplus Property

Other business

The request for use of the Meadows that came to the Trustees in May has been resolved. The requestor will not charge for the classes and the library will not charge for electricity. The event is listed on the Library calendar but it states that it is not a library event.

Because there will no longer be a library media specialist at Hurley Middle School, there will no longer be access to the Public Library CONNECT program through the SORA app. Students will

Board of Library Trustees
MEETING MINUTES
June 12, 2024

no longer have access to Overdrive because of this although they may access it themselves through the library, rather than through the school.

Director's report

It was a very busy month particularly with many programs

A new people counter is being installed which will provide access to much more data such as which days are busy as well as which times of day are busier than others.

There was a discussion of assigning each trustee to a Select Board member as well as having a Selectboard member as a liaison to the BoLT>.

The next meeting will be Wednesday, July 17, 2024, 6-8 PM

Meeting adjourned at 7:15 PM

LIST OF DOCUMENTS

Survey Data
Feasibility Study
WiFiBoardReport_2024-May.pdf
Seekonk Schools: Public Library Connect Agreement.pdf
Policy 140. Disposal of Surplus Property
Policy 13. Hotspot Lending Policy
Policy 12. Schedule of Fees and Fines
Policy 11. Borrowing Rules and Loan Periods
Policy 10. Circulation Policy
Meeting Minutes 5/22/24
May YTD - Library.pdf
Director's Report May 2024
CCBoardReport_2024-May.pdf
Agenda June 12, 2024.docx

Board of Library Trustees

MEETING MINUTES

July 17, 2024

Call to order

BoLT meeting called to order at 6:01 PM by Chair Alyssa Richard.. Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, Mike Durkay, Fred Slemon (remote). Kate Hibbert, Library Director and Sharon Clarke, Associate Director, were also in attendance

Approval of minutes

Minutes were approved as amended

Mail, Other Communications, and Requests to Use Library Facilities

There were two patron complaints. Staff training may involve customer service training with an outside facilitator

Monthly Liaison & Committee Reports

Seekonk Library Trust: Mike Durkay reported that the Trust had not met

Friends of the Seekonk Library: Fred Slemon reported that the Friends had paid bills; there had been a booksale and the Friends were looking at furniture for the lobby

Old business

Library Feasibility Study Update:

This is Weston & Sampson's busy season; they are also searching for liner for the cap. There has also been a cost increase. Kate H. and Alyssa will speak with Jeff Hoover (Tappé) to find out which company is responsible for which task since Weston & Sampson subcontracts. The original liner company is not responding to they are going to a different company in New York.

Sharon St. Hilaire Award update

A letter was sent to Jen St. Michel. She can't attend the evening of the Bill Harley concert but is able to attend the August 13 concert (The Whelks). There will be emails sent out to the community. The Concert begins at 6:30. Next year the Trust will be responsible for the award.

ACTION ITEM: Communication about St. Hilaire award at Whelks Concert

Community Survey Results Discussion

Overall people are happy with the vibe created by staff and collections and there were mixed responses to building conditions. 61% of the responses were from people over 55;

Board of Library Trustees

MEETING MINUTES

July 17, 2024

How to use the information that's here. How to share with the wider community and Select Board.

There is a question of the importance of online services (investment services, etc.). Kate and Sharon will look at those responses more.

ACTION ITEM: Examine responses to survey questions about online responses (Kate H., Sharon Cl.)

Library Director Evaluation

Kate C., Fred, Sharon Co. feel the forms we've been using aren't helpful since they're so generic. They may ask different town how they evaluate directors. How do they set goals and objectives and measure how well the director reached them. Sharon Connors would like to hear from trustees about what would be helpful in evaluating Kate

A proposed document will be distributed in August (there will probably not be a meeting)

New Business

Request from the East Providence/Seekonk Rotary to place a Peace Pole on library grounds

David Kent from the Seekonk/East Providence Rotary made a brief presentation on the Rotary Peace Pole project. The Rotary covers all costs. Kate sent the information to Dave Cabral, DPW since this might impact the cap. Since this is a town project the Select Board should be involved and languages on the pole would need to be chosen. More to follow.

ACTION ITEM; Follow up with Dave Cabral and Select Board (Kate HI)

FY25 Funding Request to the Friends of the Library

Friends request was funded completely

Request to close the library on Monday, January 6, for Professional Development Day

Jan 6 2025 will be staff development day and the library will be closed;

ACTION ITEM: Determine subject and speaker for Professional Development Day

Policy Reviews

Policy #40 Patron Records – *no changes recommended*

Library Director's Report

Board of Library Trustees

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July 17, 2024

Circulation is up from a year ago.

The new people counter is providing much more accurate information on numbers/rimes of people in the library

There have been some technology updates

Set Next Meeting Date & Vote to Adjourn

Next meeting is September 18, 2024, 6-8 PM

Meeting adjourned 7:21 PM

LIST OF DOCUMENTS

Survey data

Peace Pole request

Agenda July 17-Hybrid meeting.docx

BoLT Minutes_6_12_2024.docx

Stats:Program Board_2024-June.pdf

JuneYTD - Library.pdf

FOL Funding Request FY25.docx

Stats:WiFiBoardReport_2024-June.pdf

Policy #40 Patron Records.pdf

Director's Report June 2024.docx

FOL 2025 Budget Form.xlsx

Mail: Patron Complaint.pdf

Board of Library Trustees
MEETING MINUTES
September 18, 2024

Call to order

BoLT meeting was called to order at 6:31 PM by Chair Alyssa Richard.. Trustees in attendance were Ann Caldwell, Catherine Capello, Sharon Connors, Cynthia Corbett, Fred Slemon.

Approval of minutes

The minutes were approved as written

Mail, Other Communications, and Requests to Use Library Facilities

There were three requests to use the meeting room (Scouts recruitment, Seekonk softball, Love Lives in Seekonk). All were approved

Celebrate Seekonk will be held on September 28

Scarecrow fest, also on September 28, needs a judge. Sharon Connors volunteered.

Monthly Liaison & Committee Reports

Friends of the Seekonk Library: Fred Slemon reported on the Friends' annual appeal, the Stop & Shop bag appeal and the August 3 book sale

Seekonk Library Trust: There was a financial report and the possibility of two potential members. Patty Pomerleau is the new chair. The St. Hilaire award will return to the Trust

Old business

Library Feasibility Study Update:

The excavation for the feasibility study was completed over three days and the reports were due to Tappé by September 13. The Trustees should have a report by the end of September. Kate has asked CIC for an extension to the first week of October

Library Director Evaluation

Suggestions were made for improvements in the method of evaluation. There was a discussion of the salary increase retroactive to July 1. Motion was made and approved

Request of the East Providence/Seekonk Rotary to place a peace pole at the library

Discussions are continuing with DPW. A suggestion was made to put it at the entrance of the Meadows

New business

Recognition of volunteer service to the Seekonk Public Library

Anne Miller, Linda Karewa, LaNon Neary, and Sue Rutter were recognized for their service to the Seekonk Library Trust and the Friends of the Seekonk Public Library

Annual report to the State (ARIS)--Discussion and comment

The group discussed the report

Approval of the Annual Report to be submitted to the Town

Motion to approve as amended

Request to sell the piano in the Meeting Room on Municibid

The Piano in the Meeting Room is not in good condition and most guests bring their own keyboards. The group approved putting it on Municibid

Policy Reviews

#20 Homebound Delivery Policy no changes recommended

#331 Meeting Room Application Check box for room presentation equipment; accepted as amended

Policy #20 no changes recommended;

Policy #331 meeting room application; check box for room presentation equipment; accepted as amended

Set Next Meeting Date & Vote to Adjourn

Next meeting is October 16, 2024, 6-8 PM

Meeting adjourned 7:28 PM