

Board of Library Trustees
MEETING MINUTES
January 15, 2025 at 6 PM

Call to Order

The meeting was called to order at 6:01 PM by Chair Alyssa Richard. Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon (remote). Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

Approval of Minutes

The minutes were accepted as amended

Mail, Other Communications, and Requests to Use Library Facilities

There were no communications or requests to use the library facilities

Monthly Liaison & Committee Reports

Seekonk Library Trust: Mike Durkay reported that \$8500 had been collected since the beginning of their annual appeal. The website is still owned by Libby and the group has had no success in contacting her. Music & Mocktails will be held April 10, 2025 but the regular bartenders will not be able to attend. The Trust is investigating getting the Teen Council involved. There has been no response in making the Sharon award more public. Additional members are needed for the trust

Friends of the Library: Fred Slemon reported that the Friends will meet next week

Old Business

Update on Library Building Feasibility Study Final Report: The group discussed possible next steps. The tentative date for the Spring Town Meeting is May 12, 2025 but no one knew when the warrant would be open for the meeting.

The presentation to the Select Board will be on March 12 and the subgroup is working on that. There is also a folder in Google drive for anticipated questions

ACTION ITEM:

TRUSTEES: Reserve **March 12, 2025** for meeting

New Business

Update on library HVAC issue: The library is still using a temporary leased heating system. Kate H. will attempt to figure out how much has been spent on the heating system.

ACTION ITEM:

KATE: Attempt to figure out HVAC repair costs back to the date the new library was voted down.

Food for fines

Moved; seconded; approved

Policy Reviews

90 Appealing a Loss of Service – *no changes recommended*

#310 Policy on Soliciting on Library Property – *no changes recommended*

Library Director's Report

Dave Cabral, DPW head, reported that there is a property line issue with the neighbor to the north. A path encroaches on property near the garden and he will figure out how to remedy this. Also, a methane vent has been knocked over;

Kate reported that the consultant she wanted to hire for strategic planning is moving so she will seek an alternative

Implementing Springshare, the new vendor for museum passes and Library of Things, is in the works. It is being implemented in-house and is time-consuming. Michelle Gario is working on the museum passes and Kate on the Library of Things. The next step is to train staff then release it to the public, hopefully in February.

MBLC's new campaign is "empowered by libraries." It isn't tied to a specific time. The library will work on getting feedback from the community

The report from the consultant on library space is exciting. Parts of collection are just storage

The legislative breakfast is March 7 at the Norfolk Public Library.

The Trustees are planning on doing something for the staff to show their appreciation for working through disruptive times

The Boston Bruins pajama drive will be starting in February. Sharon hopes to get more town departments involved.

The library now has carbon monoxide detectors. Methane detectors that haven't worked for years will be replaced

Set Next Meeting Date & Vote to Adjourn

The next meeting will be February 12, 2025 in the Sullivan Room at 6 PM

The meeting was adjourned at 6:47 PM

LIST OF DOCUMENTS

Draft Feasibility Study Presentation Documents

Stats: SiFiBoardReport_2024-December.pdf

Stats:Programs_2024-December (2).pdf

Stats:Door Traffic December 2024.pdf

Policy #310 Soliciting on Library Property

Policy #90 Appealing a loss of service

MLS Visit - Seekonk Public Library.pdf

Empowered by Libraries Campaign

Director's Report - Template.docx

Dec YTD - Library.pdf

Communications: re: Strategic Planning consultant

BOLT Minutes 12-18-24.pdf

Agenda - January 15 2025 Hybrid Meeting.docx

2025 Legislative Breakfast (1) (1).png

BOARD OF LIBRARY TRUSTEES

MEETING MINUTES

FEBRUARY 12, 2005

Call to order

The meeting was called to order at 6:02 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

Approval of Minutes

The minutes were accepted as written.

Monthly Liaison & Committee Reports

Seekonk Library Trust: Kate reported that the Trust had moved some money around in its accounts and is still dealing with security compliance issues on its website. They would like to redesign their website but are unable to get control of it from Libby. They are still trying to recruit members. Music & Mocktails will feature teen programming

Friends of the Library: The Friends' book sale is on Saturday, February 15 and includes chances to win a raffle basket. They've received a check from BayState Books

Old Business

Update on Strategic Planning: Michelle Eberle from the Massachusetts Library System will be helping with strategic planning. She will provide tools to obtain feedback from various groups. Community focus groups (by invitation only) will be held April 26. She can only do one in-person focus group but will provide us with the tools to do more.

We will develop 3-5 goals and while we don't have to do objectives, we probably will

There will probably be treats or something similar for the focus group.

New Business

Consider request to close in May for staff training: The half-day staff training that was cancelled in January due to lack of heat is tentatively rescheduled for May 27 or June 2. The library will open at 1 PM. There will be no programs scheduled in May so staff is able to work on collections.

Motion to close the library for ½ day for staff training: moved, seconded, approved

Policy Reviews

#90 Appealing a Loss of Services

#310 Policy on Soliciting on Library Property

There were no changes recommended to either policy.
Motion to approve; seconded; approved

Library Director's Report

The Massachusetts Department of Labor found no safety issues in the library. Staff was invited to a meeting with representatives of town government, DPS, Fire Department, Trustees, and Library Administration. The CO detectors never went off

There was an inquiry about holding a "Meet the Candidates" session. The library will not be hosting a session but if someone else wants to host it the library will provide a room.

The Select Board meeting is March 12.

Kate and Alyssa met about the budget which will, in all probability, be cut this year. Other library directors are hearing about 2-5% cuts.

The Trust will be asked to fund 2-3 study pods. These need to have fire suppression in them; some come with lighting and wiring. Kate will show the Fire Department what she has in mind. Kate distributed brochures describing products being considered

The Finance Committee meeting is February 27

The Legislative Breakfast is March 7

Blades, the Boston Bruins mascot, will be visiting the library on Wednesday, February 19

Executive session

A motion was made to enter into executive session; seconded; approved
The trustees discussed a current grievance
A motion was made to return to open session; seconded; approved

Set Next Meeting Date & Vote to Adjourn

The next meeting will be March 19, 2025 at 6 PM

The meeting was adjourned at 7:05 PM

LIST OF DOCUMENTS

BoLT Minutes 1-15-25.pdf
Agenda February 12 2025.docx
Dept of Labor Report.pdf
Financials Jan YTD - Library.pdf
Grievance Jan 2025.pdf

Legislative Issues - eBooks.pdf
Legislative Breakfast 2025.pdf
January 2025 Director's Report.docx
Policy #310 Soliciting on Library Property.pdf
Stats: January 2025 Door Traffic with event detail.pdf
Stats: Programs BoardReport_2025-January.pdf
Stats: WiFiBoardReport_2025-January.pdf
Legislative Issues -Freedom To Read.pdf Policy #90.
Appealing a Loss of Service.pdf Accessible Study
Pod.docx

BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
MARCH 19, 2025

Call to order

The meeting was called to order at 6:05 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

Approval of Minutes

The minutes were approved as amended

Mail, Other Communications, and Requests to Use Library Facilities

Kate responded to a request to consider a mural for the library by explaining that we will be undergoing repairs

A request to place a donation box for Project Linus was approved for the month of April. This organization provides handmade blankets for children in traumatic situations

A request to use the meeting room by the Country Brook Estates Homeowners Association was approved

A request for a "Meet the candidates" meeting was approved

Monthly Liaison & Committee Reports

Seekonk Library Trust: Mike Durkay reported that the Trust has \$38,000 in its checking account and \$647,000 in an investment account. It collected \$7900 in its annual appeal. Someone contacted Libby and the website is now PCI-compliant and is using PayPal for donations and the website itself is using GoDaddy.

The St. Hilaire will be presented at a Select Board meeting

Music & Mocktails is April 10; there is a bartender and a duo to play; the focus will be on teens and what they've been doing with the library. They're hoping to find people interested in serving on the Trust. The next meeting is April 1.

Friends of the Seekonk Library: Fred Slemen report that the next meeting is coming up

Old Business

Update on Strategic Planning

There will be a community focus group April 26 and Kate will attend. The teens are doing a survey and youth are doing a survey along with parents. Kate would like to have names of people to participate (all ages). There will also be an anonymous staff survey. Trustees should also have input.

New Business

Discussion on March 19 Feasibility Study Final Report presentation to the Select Board

From an earlier discussion it was decided that the warrant article should come from the Select Board. If they don't prepare a warrant article the Trustees could move to petition it onto the warrant. This would take 10 signatures. Kate and Mike will talk to Shawn. The Select Board will be discussing this at its 3/28/25 meeting or a special meeting.

***Action item:** Mike and Kate speak with Shawn Cadime about warrant article

Consider a request to use LIG/MEG funds to provide lunch on June 2, 2025 Professional Development ½ day

Kate requested an amount not to exceed \$400 for lunch during Professional Development Day

moved/seconded/approved

Consider using LIG/MEG funds to upgrade the library website

Discussion of this is deferred until April

Consider the care and retention of Sharon St. Hilaire fiber art

Some of Sharon St. Hilaire's fiber art was stored behind the piano. It needs to be cleaned and restored. Some suggestions for its dispersal included the Seekonk Artists Network or

her friends. A library staff member who teaches at RISD will also check on the preservation aspects

Consider reductions to the proposed FY26 library budget

Reductions in the FY26 budget are coming from wages only. There is a page position that hasn't been filled and a retirement that will be filled at a lower rate. Katie is leaving but her replacement will be hired at a lower rate

Motion to approve the budget as discussed; seconded; approve

Policy Reviews

Policy #30 Policy on Decertified Libraries – *no changes recommended*

Policy #60 Ethics Policy – *no changes recommended*

Policy #50 Customer Services Policy – still being worked on

Library Director's Report

The fence along the edge of the parking lot is in bad repair; it is falling over and there are nails sticking out. Kate discussed this with DPW and it needs to be replaced. Funding will be needed

Volunteer appreciation event will be held the morning of April 12. Kate requested LIG/MEG funds not to exceed \$500 for this event.
moved/seconded/approved

The Massachusetts Dept. of Public Health will be performing an air quality survey this spring

The Bruins pajama drive was a tremendous success; the goal was 300 pajamas and they collected 880

Set Next Meeting Date & Vote to Adjourn

The next meeting will be April 16, 2025 from 6-8 PM

The meeting was adjourned at 7:15 PM

LIST OF DOCUMENTS

Minutes

Federal Funding Cuts

Agenda March 19, 2025.docx

Communications: Room Request

Town & BoLT Bylaws on the Meadows.docx

Communications: Meeting Room Request

Communications: Request to host donation box in lobby.pdf

Communications- library mural email

FY 26 Budget - Potential Reductions - Tiered Approach.xlsx

Stats: Programs_2025-February.pdf

Stats: Meeting Room Use_2025-February.pdf

Stats: Door Count February 2025.pdf

February 2025 Director's Report

Feb YTD - Library.pdf

Library Building Expenses Fy 2023 through FY2025 2025_03_12.pdf

Library Building Expenses FY23-25 email

Stats: WiFiBoardReport_2025-February (1).pdf