



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Community Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Tuesday, January 14, 2025  
7:00 P.M.**

**Members Present:** Chair Kevin Penders, Vice Chair Jennifer Ooi, Clerk Sara Halton, Christine Igo Freeman, Joyce Parlapiano, & Paul Ivanovskis

**Not Present:**

**Also Present:** Library Director Libby O'Neill, Friend of the Library Sue Collins, & Department Administrator Renee Spinner

**Documentation:**

Meeting Minutes for Approval- December 9, 2024  
Reports- Professional Staff Reports, Director's Report, Financial Report December 2024,  
Collection Development Policy

**Called to Order:** The meeting was called to order at 7:04 p.m. by K. Penders.

**Public Input:** None

**Vote to Accept Donation of \$955.09 from Family Child Care Professionals:** A local child care professionals' group, Family Child Care Professionals, is disbanding. Having worked with Emma Brelsford in the past, they thought of the Library when considering what to do with their remaining funds. They have generously donated \$955.09 to the Library, to be designated for children's programming. J. Ooi made a motion to accept the donation of \$955.09 from the Family Child Care Professionals, to be designated for the Children's Room via the DJ Campbell fund. J. Parlapiano seconded and the motion passed 6-0-0.

**Approval of Meeting Minutes:**

S. Halton made a motion to approve the December 9, 2024 meeting minutes as presented. J. Ooi seconded and the motion passed 6-0-0.

**Correspondence:** The MBLC is doing a Love Mass Libraries campaign, asking patrons across the state to share what they love about their library. These stories will help bolster their FY26 budget request by demonstrating the value of community libraries.

**Friends' Report:**

Sue Collins provided an update from the Friends. Treasurer Katherine Howard, with help from former treasurers S. Halton and Bernadette Thie, reviewed which categories expenses and

incomes should be listed under. A meeting is scheduled to review this info soon, but it appears they are breaking even or making a little extra.

The Friends currently have 212 memberships, 15 of which are brand new. New memberships are most often gained during the book sales, and the January newsletter will include annual membership info. The Friends are hopeful that the new members will volunteer to help out with future book sales and/or consider joining the Board.

The November book sale raised \$5,000 and December's Giving Tree went very well with 73 gifts being distributed. Only two books were donated, though the Rotary Club did a second collection in the vestibule that received strong donations. The lights on the tree went out, so the Friends will be purchasing a new one. Additionally, for the month of January at the Foxborough Stop & Shop, \$1 from the sale of every "give" bag they sell will go to the Friends.

The Friends meeting on February 5<sup>th</sup> is their annual meeting that includes the election of officers. Janice Rosado will be stepping down as President. S. Collins has been nominated to fill the role.

### **Professional Staff Reports:**

L. O'Neill provided some highlights from the professional staff reports.

Fiero Code, a coding database for children and beginners of all ages, has been implemented and is starting to be used.

Kim Ferguson is in her second year of ownership of the Seed Library and this will be the best year yet. A designated webpage is being set up with great resources, a teen volunteer made a logo, and teens have been helping put together the seed packets. Children's is working on a gardening club to go along with the Seed Library.

J. Huston is working with a teen to create a Together with Pride logo. Edward Underhill is a YA author, whose first adult book came out today, will be doing a virtual talk for pride month for just \$400.

L. O'Neill has partnered with the Tewksbury and Ashland libraries to offer more virtual author talk programming. Popular author TJ Klune is doing a virtual talk this week which Boyden is able to offer through a consortium.

### **Financial Reports:**

As with last couple months, the book expenditures are a little low due to shipping delays with Ingram. The Library is shifting from ordering from Ingram to Baker & Taylor in hopes of alleviating some of these issues. The Trustees asked about digital alternatives to print books given that the delays are with print books. L. O'Neill explained that staff do not curate what's available on Hoopla, it is "get what you get," and we pay monthly per usage for the service. Staff do purchase titles on Libby and SAILS also purchases some titles for system-wide use. Kanopy is similar to Hoopla in that it is "get what you get." Each patron gets 15 tickets per month that count towards an annual cap. If the cap is met, service is suspended until the new year starts.

**Director's Report:**

L. O'Neill provided a Director's report, with nothing new to report for personnel updates.

Library Operations: The elevator hasn't broken down since early November. It is on the Library's capital plan all the same.

Programs & Services: The Library has had excellent year-over-year growth in the number of programs offered and attendees for these programs. 2024 saw 188 adult programs with 1,994 attendees, 78 teen programs with 672 attendees, and 383 children's programs with 8,619 attendees. This is a 24.3% increase in programming over 2023 and a 31.6% increase in attendees. L. O'Neill is hoping to stay level with the number of programs offered going forward, but is striving for an increase in attendees.

Programming for pride month is coming together. J. Huston has a virtual author talk planned and Boyden will be partnering with the Ashland Public Library for use of their Zoom account. Their account allows for unique log ins for registrants, so Boyden can pursue additional cosponsors who can then track their attendees for the event. There will also be a "Queer History: Amazing Stories You Never Knew and Why They Matter" program for adults and a program with The Pineapple Project, a performance group for kids that helps "broaden the conversation as well as advocate for and validate each child's individual freedom to be who they are." More info on The Pineapple Project can be found [here](#).

**Old Business, Collection Development Policy:**

L. O'Neill reviewed the Collection Development Policy to ensure it is thorough. The change included a no reconsideration period of five years, during which time an already challenged title cannot be challenged again. C. Igo-Freeman motioned to approve the changes as presented. S. Halton seconded and the motion passed 6-0-0.

**Old Business, 2025 Community Reads Program:**

The 2025 Community Reads is coming along well. L. O'Neill passed around a brochure that Kathy Bell-Harney put together to advertise the event and related programming. J. Parlapiano will use this to inspire the refreshments. An Unlikely Story (bookstore) will be selling books at the Library on the night of the author talk.

Programming will kick off with a gallery reading with medium Tiffany Rice, sponsored by the Friends, on March 3<sup>rd</sup>. Adult programming will also include New England Legends with Jeff Belanger, a basket weaving demonstration, a bookmark weaving program, and Library, as well as Senior Center, book clubs will be reading *The Cliffs*. Teen programming includes an after-hours ghost hunt with Noah Faraday and a bookmark weaving program. Children's programming will include a special story time highlighting stories of home and family, along with a craft, and a Wampanoag pottery program with the Plimoth Patuxet Museum. E. Brelsford is also taking the lead on using Padlet to create a digital book club where readers can share their favorite quotes or scenes, photos of the book, and whatever else the story inspires. A new discussion question will be posted each week to encourage engagement.

**Old Business, FY26 Budget:**

The Town informed L. O'Neill, K. Penders, and P. Ivanovskis that there will be a budget shortage and the Library must cut the proposed budget down to a 3% increase, which is a cut of about \$5,000. Proposed cuts include \$500 from the substitute library assistant line, \$2,000 from the capital technology line, \$1,000 from office supplies, \$1,000 from library supplies, and \$500 from meetings and conferences. L. O'Neill will follow up with Paige Duncan during their monthly meeting next week to confirm that the Library's cuts were acceptable and implemented into the Town's overall budget proposal.

The gap on O&M is a result of the \$24,000 shift made last fiscal year to bring the teen librarian position from part-time to full-time. This shift will not be rectified this budget cycle.

L. O'Neill, K. Penders, and P. Ivanovskis will meet with AdCom before the next Board meeting. L. O'Neill will work with K. Bell-Harney to put together a presentation for AdCom that will point out how much the Library pays for programming from outside sources, and that the Library is the only place in Town that is free and open to all ages. K. Penders will touch base with Rafaela Zizza-Feinstein to confirm whether or not she is still our AdCom liaison.

**Old Business, Library Union Negotiations:**

Union negotiations are still underway. The Town has tentatively agreed to increase all longevity payments by \$25. The Union has withdrawn the request to lower probation from six months to three months. A tentative agreement has been reached to increase vacation time from two weeks to three weeks for staff who've been with the Library for 1-4 years. The Union has requested that any staff member, regardless of their current role, be brought up to a librarian level II after completing a master's degree in library science.

There has also been some discussion regarding additional compensation for Saturdays.

The Town is trying to limit how much PTO part-time staff have and how much comp time they can earn. They are proposing the comp be used within sixty days of being earned, and there has been a lot of back and forth on how much you can earn (one proposed idea was to have staff only earn comp time for scheduled Sundays and pay must be taken for Sundays picked up from other staff). The Town declined paid parental leave and proposed part-time staff only receive prorated sick time. Existing part-time staff will be grandfathered in to their existing paid time off, regardless of how negotiations on these items end.

**Adjournment:**

A motion was made by S. Halton and seconded by C. Igo Freeman to adjourn at 8:15p.m. All were in favor and the motion was approved 6-0-0.

Respectfully submitted,

Renee Spinner