



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
10 Bird Street, Foxborough, MA 02035
Tuesday, June 11, 2024
7:00 P.M.**

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

Not Present: N/A

Also Present: Library Director Libby O'Neill & Friends Member Katherine Howard

Documentation:

Meeting Minutes for Approval- May 14, 2024

Reports- Professional Staff Reports, Director's Report, Financial Reports May 2024, FY24 YTD Book & AV Breakdowns

Called to Order: The meeting was called to order at 7:03p.m. by K. Penders.

Public Input: None

Summer Reading Program Updates:

L. O'Neill provided updates on summer reading programs. Read, Renew, Repeat is the theme this year.

Jennifir Huston had 12 teen sign ups last year and a goal of 20 sign ups this year; four have signed up so far. She has programs planned around the theme including clothespin dolls and upcycled wall hangings. Prizes include a podcast bundle, a 3D printing pen, and books.

Children's has set a goal for kids to read 1000 minutes and there are 5 timed milestones along the way that the participants can unlock and receive prizes for. The prizes this year are Croc charms that they can collect over the summer and add to a silicone bracelet that everyone gets when they register. They will also receive digital raffle tickets every time they log, which they can put towards larger drawing prizes.

There will be summer reading bingo for adults. Participants must complete five prompts in a row and can complete up to five rows. The Friends sponsored five \$25 gift cards for adult winners.

Staff are able to participate in their own reading challenge. Each book read is an entry with 2 winners being randomly selected from the entries at the end of the summer.

Vote to Accept Donation from Lakeview Pavillion:

Lakeview Pavillion donated \$3,274 to sponsor seven museum passes at Boyden Library. Seeing no discussion, C. Igo-Freeman made a motion to accept the donation with J. Ooi seconding. The Board approved the motion 6-0-0.

Approval of Meeting Minutes:

S. Halton made a motion to approve the May 14, 2024 meeting minutes without changes. J. Ooi seconded and the motion passed 5-0-1 with P. Ivanovskis abstaining given that he wasn't present at the May 14th meeting.

Correspondence:

K. Penders called attention to an email from Kathleen Lang at Town Hall that was sent to all Board members. The Select Board has adopted new policies that the Library needs to follow. To comply, L. O'Neill will include the Board's agenda on the calendar each month. The Library's website already includes a list of officers, agendas, and minutes. Training for Trustees with the Labor Council will be available on September 18th, 2024 if any are interested.

Friends' Report:

K. Howard gave an update from the Friends. The spring book sale was a success with lots of new member sign ups and sales. Leslyann Foster will be spearheading the next two book sales. There will be book drives held in September and October to help supply the next book sale planned for November 14-16, 2024. A Friends "thank you" event is in the works for October 23, 2024 at Union Straw. This is an annual get together to promote interest and participation in the Friends beyond just being a member. Founders Day was very successful – the kids loved the lawn games/toys and the Friends were able to sell some books. Designation of Library Trustees to attend the Friends' October-December meetings will be done at the September Library Board meeting.

Professional Staff Reports:

L. O'Neill provided an update on professional staff reports. E. Brelsford and J. Huston visited local schools to promote summer reading programs. Professional staff have been doing a great job with purchasing to help the Library hit the 15% spending on materials required by the MBLC.

Financial Reports:

L. O'Neill gave a financial report. The Library will hit the 15% spending on materials required by the MBLC before the end of the fiscal year, and is working on spending down the overall budget. The FY25 O&M budget has been cut by \$24k. In spite of this, the Library is committed to once again meeting the 15% materials spending the MBLC requires, as well as offering the same number of programs as were offered in FY24. K. Penders provided P. Ivanovskis with an

overview of the history behind the cut to the O&M budget and explained that the Library can use external funding (state aid, gifts, etc.) to offset this cut.

Director's Report:

L. O'Neill provided a Director's report.

Library Operations: The Library is working on spending down the budget, allocating funds for annual carpet, tile, and window cleaning services.

The AEDs have been installed. Staff have completed online CPR training and will do hands-on training later this week with Thomas Kenvin from the Fire Department. Only 3-4 staff opted out of the training.

Programs & Services: The 3D printer has been experiencing issues. Despite replacing a part and working extensively with the company's support team, it's been determined that the printer will need to be sent to the company's repair shop for evaluation. They will provide a quote for service before proceeding with any necessary repairs. The 3D printer policy has been taken off the website during this service outage.

The Library did not receive the LST grant for a makerspace, but the Friends and Beyond Books fund may be able to get the process started without the grant.

L. O'Neill will be starting as the president of SAILS tomorrow, and will be assisting with the development of their new strategic plan.

The Library is offering a new online resource, Ompractice, that provides free fitness and mindfulness classes for patrons.

Personnel Updates: The Town has hired GovHR to do a compensation study for all departments in the Town. All staff will be asked to a self-evaluation that L. O'Neill will review before sending them to HR to review. From there, the evaluations will be sent to GovHR for analysis.

Holly Pelletier started as a part-time library assistant on June 3, 2024 and with that, the Children's Department is fully staffed. Holly has great ideas for the Children's Department and they are excited to have her.

L. O'Neill is working with staff on annual performance reviews. They will be completed by the end of the month.

E. Brelsford and L. O'Neill attended a Narcan training that provided attendees with Narcan. L. O'Neill is going to reach out to the company and see if they can do a training for staff and the public.

New Business, Social Media Policy:

L. O'Neill drafted a social media policy for the Library that mirrors those of other local libraries. There was some concern over first amendment rights and the removal of comments/blocking users from the page. However, the outline of items that might warrant these actions is not out of

sync with Facebook and Instagram's own policies. It was suggested that L. O'Neill find out what guidelines/policies the local schools have in place, and a minor was pointed out. P. Ivanovskis made a motion to approve the social media policy as amended for effect upon fact finding with the school departments or other relevant stakeholders as decided by the Director. J. Parlapiano seconded the motion and it passed 6-0-0.

Old Business, Meeting Room Policy:

The Library has been seeing an increase in meeting room reservation requests from for-profits and individuals, resulting in proposed changes to the policy to better clarify some aspects. After discussion, the Board recommended specifying that room reservations are open to nonprofit, charitable, philanthropic, and community-based organizations. Reservation requests for Sundays are subject to availability and at the discretion of the Director. C. Igo-Freeman made a motion to approve the meeting room policy as amended. J. Ooi seconded the motion and it passed 6-0-0.

Old Business, Hotspot Policy:

A patron did not return a hot spot and staff had to shut off service to the device. As a result, L. O'Neill has proposed an update to the hotspot agreement to specify that if a patron neglects to return the hotspot on time and service has to be disconnected twice, their privileges to borrow a hotspot may be revoked. Being that this is an agreement and not an actual policy, the Trustees do not need to vote to approve these changes, but this serves to inform them of the incident and important changes.

Adjournment: A motion was made by S. Halton and seconded by C. Igo Freeman to adjourn at 8:31p.m. All were in favor and the motion was approved 6-0-0.

Respectfully submitted,

Renee Spinner