



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

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

Not Present: Vice Chair Jennifer Ooi

Also Present: Library Director Libby O'Neill & Department Administrator Renee Spinner

Documentation:

Meeting Minutes for Approval- June 11, 2024

Reports- Professional Staff Reports, Director's Report, Financial Reports June-August 2024

Misc.- ADA Study, Children's Room Use Policy, Community Bulletin Board Policy, Meeting Room Policy

Called to Order: The meeting was called to order at 7:02 p.m. by K. Penders.

Public Input: None

Vote to Accept Donation from Stephen & Sandra Reale:

Stephen and Sandra Reale donated \$50 in memory of Chief Ed O'Leary. The donation will be used to purchase mystery, thriller, and/or suspense books in honor of Chief O'Leary's reading preferences. These books will be displayed annually in November in his memory. K. Penders made a motion to accept the donation with C. Igo-Freeman seconding. The Board approved the motion 4-0-0.

Vote to Accept Donation from Gary & Marcia Whitehouse:

Gary and Marcia Whitehouse donated \$100 in memory of Chief Ed O'Leary. The same parameters were laid out for this donation as that of the Reales'. S. Halton made a motion to accept the donation with P. Ivanovskis seconding. The Board approved the motion 4-0-0.

Approval of Meeting Minutes:

P. Ivanovskis made a motion to approve the June 11, 2024 meeting minutes without changes. S. Halton seconded and the motion passed 4-0-0.

J. Parlapiano joined the meeting.

Correspondence: None

Friends' Report:

In the absence of J. Rosado, S. Halton gave an update from the Friends. Treasurer duties have been fully transitioned from S. Halton to K. Howard. The teddy bear picnic over the summer was a success. B. Buckland and S. Collins are working on a Friends binder containing board and financial information that will be kept digitally on the cloud and physically at the circulation desk. The Friends have received over \$1,500 in donations in memory of Chief Ed O'Leary, all of which will be contributed to the collection and annual display mentioned above. A book donation drive will be held on 9/14 and 10/19, with the fall book sale being held November 14-16. The Friends are looking forward to helping fund a makerspace at the Library, as well as the annual Friends' social on 10/23.

The Friends were seeking Board volunteers to attend their monthly meetings from October to May and agreed on the following schedule: October – J. Parlapiano, November – P. Ivanovskis, January – S. Halton, February – J. Ooi, March – K. Penders, April – S. Halton, and May – P. Ivanovskis. Of note, there is no December Friends meeting.

Professional Staff Reports:

L. O'Neill provided an update on professional staff reports.

Children's had 341 kids participate in summer reading this year. E. Brelsford will be attending a library leadership retreat in November this year that includes year-long virtual programs afterward. She is a strong, confident leader in Children's and this retreat will help hone her skills and set her up for long term success.

There were 44 teens participating in summer reading this year, up from 15 last year. The Library regrouped on teen issues to be prepared for the start of the new year school. Changes include teens not being allowed to have food or drink anywhere in the library and requiring each teen to sign a new acknowledgement form that outlines the rules for the library and asks them to provide parent contact information. This has been going well so far this year. Additionally, J. Huston worked with T. Golden to downsize and shift the reference collection so that some of the YA books could be moved outside of the Teen Room. In place of the stacks that were freed up, tables have been put in. This gives the teens more room while providing J. Huston a better view into the room.

J. Parlapiano suggested that the parent contact information may be an opportunity to meet the parents of the teens coming in. K. Penders liked this idea and suggested inviting parents to an open house, and also commended the summer programming efforts outlined in the professional staff reports.

Financial Reports:

The Library is wrapping up the first quarter of FY25 and everything is on track. Some lines have been heavily expended already as a result of annual membership renewals. L. O'Neill will start

budget planning for FY26 with K. Penders in November, then with the board in December before starting to work with the Town in the new calendar year.

Director's Report:

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

Library Operations: The elevator has been going down frequently lately. L. O'Neill will be keeping an eye on it, but the Library may need to consider replacing the elevator through capital outlay in the future.

Programs & Services: L. O'Neill has been working on the Library's Annual Report Information Survey (ARIS). She reported that, for FY24, the Library had 108,573 visits, 130,386 physical items circulated, 527 programs, and 8,082 program attendees.

The Mass DOT Browse Borrow Board partnership was a success, bringing the program to the Foxborough commuter rail stop, with no cost to the Library.

A social work intern will be coming to the Library soon for office hours. The start date is to be determined and the schedule for her visits is being worked out now.

Personnel Updates: The Library is working on hiring a new page for the Children's Room as well as additional substitute library assistants. Interviews are being conducted now for both openings.

New Business, Snowflake:

Snowflake is the fox statue outside the Library, a part of a Cultural Council program. Though the timeline is unclear, the foxes around Town will be going up for auction and the Friends would like to keep Snowflake here at the Library. The Board agrees that they would like to keep Snowflake if possible, but would like to first consider what the going rate might be and what life expectancy and upkeep look like. The Board would consider splitting the cost with the Friends, who mentioned potentially doing a member drive to help support the cost. All proceeds from the auction will help fund future art projects through the Cultural Council. The Board asked to be kept apprised of updates and will revisit the topic when the Cultural Council is ready to proceed with an auction.

New Business, Foxboro Film Festival:

Juri Love's son, Jayden, is organizing a film festival in June 2025. The Friends will be sponsoring one prize in the category of a film that tells about the importance of literacy. The panel will consist of one Friend, one Board member, and children's librarian E. Brelsford. The Friends asked for one Board member to volunteer. P. Ivanovskis volunteered and J. Parlapiano will serve as a backup. L. O'Neill will ask the Friends for a panel volunteer at their October meeting.

New Business, 2025 Community Reads:

The Library is starting to secure author ideas for the March 2025 Community Reads, with the goal of a female nonfiction author who can do the author talk for \$10,000 or less. L. O'Neill has

inquired with Authors Unbound about the fees for *The Ride of Her Life: The True Story of a Woman, Her Horse, and Their Last-Chance Journey Across America* by Elizabeth Letts and *Briefly Perfectly Human: Making an Authentic Life by Getting Real About the End* by Alua Arthur. L. O'Neill will provide updates as they become available.

New Business, Bulletin Board Policy:

L. O'Neill put together a Bulletin Board Policy, having referenced the policies of other area libraries. The purpose of the bulletin board is to serve as an information board, not a place to sell or advertise, which the policy enforces. After a few minor typos were corrected, C. Igo-Freeman motioned to approve the new Bulletin Board Policy as amended. J. Parlapiano seconded and the motion was passed 5-0-0.

New Business, ADA Study:

A few months ago, the Town received a grant to do an ADA study on all town buildings save the schools. L. O'Neill shared the spreadsheet of findings for the library, which the Town has ten years to address.

Old Business, Social Media Policy:

L. O'Neill had proposed a Social Media Policy at the last Board meeting. Next steps included looking what, if any, policies the schools have in place. Upon investigation, it was found that the schools do not have such policies. K. Penders posited that the individual classrooms in the schools may have specific policies. Being that the policy was previously approved, K. Penders advised that the Social Media Policy should be posted on the website and any concerning situations can be brought to the Board for review.

Old Business, Meeting Room Policy:

L. O'Neill presented proposed updates to the Meeting Room Policy. The updates serve to outline the priority booking hierarchy and limit the availability of the Community Room to one booking per month per non-library group. J. Parlapiano motioned to approve the policy as proposed. P. Ivanovskis seconded and the motion was passed 5-0-0.

Old Business, Children's Room Use Policy:

The Unattended Child Policy currently conflicts with the Children's Room Use Policy, with a lack of clarity regarding at what age a child can be unattended in the Children's Room and who can accompany children in the room. The proposed updates to the Children's Room Use Policy bring the policies into alignment, clarifying that the room is for children 0-12 and their parents, caregivers, or guardians, and that children under 10 must be accompanied by their parent, caregiver, or guardian. P. Ivanovskis suggested changing "reserved" to "intended" in the first line under General Usage, then made a motion to approve the updated Children's Room Use Policy as amended. C. Igo-Freeman seconded the motion and it passed 5-0-0.

Adjournment: A motion was made by S. Halton and seconded by J. Parlapaino to adjourn at 8:25p.m. All were in favor and the motion was approved 5-0-0.



Respectfully submitted,

Renee Spinner