



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
10 Bird Street, Foxborough, MA 02035
Tuesday, October 8, 2024
7:00 P.M.**

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

Not Present: Clerk Sara Halton

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

Documentation:

Meeting Minutes for Approval- September 10, 2024

Reports- Professional Staff Reports, Director's Report, Financial Report September 2024

Misc.- Programming 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 from the Kim Family:

The Library hosted an art show for Jason Kim in August. A terminal cancer patient, Mr. Kim sold his paintings to raise money for the Dana Farber Cancer Institute. Mr. Kim sadly passed at the end of August, and his family made a \$1,000 donation to the Library. L. O'Neill spoke with Mrs. Kim and came to the determination that the funds will be used to purchase art books with name plates in memory of Mr. Kim. C. Igo-Freeman made a motion to accept the donation with J. Ooi seconding. The Board approved the motion 5-0-0.

Approval of Meeting Minutes:

P. Ivanovskis made a motion to approve the September 10, 2024 meeting minutes as presented. Parlapiano seconded and the motion passed 4-0-1, with J. Ooi abstaining as she did not attend the September meeting.

Correspondence:

The Library received a Freedom of Information Act request asking for the names and contact information for all vendors used from January 2022 to present, as well as a list of purchase

orders and staff names and contact information. The response was sent back within the ten calendar days allowed by law; no response was received from the requestor.

A patron emailed L. O'Neill taking issue with the new social worker office hours at the Library. L. O'Neill replied to explain the value of this programming for the community.

Friends' Report:

S. Collins gave an update from the Friends. They will be holding their annual social on October 23rd at Union Straw. Appetizers will be provided and each member will receive a ticket for a complimentary drink. To encourage new membership, any member who brings a plus one to the social will be entered in a drawing. The Friends will also be looking to secure new membership sign ups at the book sale in November, and thought including a QR code to get more information about the Friends could be set up in the room during programs the Friends have sponsored.

The Friends will be holding another book drive on October 19th. The fall book sale will be November 14-16 for which they have a lot of donations in each category. Publicity for the sale will begin shortly via email blasts, social media, the Foxboro Reporter, new lawn signs, and the upcoming newsletter.

J. Rosado has stated that she would like to step down from her position with the Friends. B. Thies and another friend will start composing a nomination slate for their annual meeting in February. The Friends will also be discussing L. O'Neill's makerspace requests at this meeting. The Friends would like to support this project and will be discussing how best to proceed with doing so.

C. McManus will once again be organizing a giving tree to benefit the Foxboro Discretionary Fund.

K. Penders reviewed the Friends meeting assignments for the fiscal year, as follows: 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. E. Brelsford and J. Huston have been doing a lot of school visits and collaborations. E. Brelsford and L. O'Neill have started a Mothers' Support Group. The Library is doing Inktober again this month with K. Dugan taking the lead. All 100 packets have been picked up and participation is off to a great start.

Financial Reports:

The budget is currently on track. L. O'Neill will start looking more critically at spending percentages and line items about halfway through the year.

Director's Report:

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



Library Operations: A “no parking” sign has been put up in the parking lot next to the van-accessible handicap space is, and DPW has repainted the lines in the parking lot. The Library purchased a sandwich board to help promote programs with low registration.

Programs & Services: The Library is now offering office hours with a social worker on Tuesdays 4-6pm and Thursdays 10am-12pm. Additionally, Foxborough is one of the few towns in the state that does not host any kind of pride celebrations. As a result, the Library is planning to collaborate with the Bethany Church and the Marilyn Rodman Performing Arts Center to host pride events around Foxborough in June 2025. Each organization will host its own events that will be featured on a collaborative newsletter. K. Penders suggested reaching out to St. Mark’s Episcopal Church as they are known for their inclusivity. L. O’Neill will work with the Bethany Church to reach out.

Personnel Updates: The Library has hired one new page for the Children’s Department and three new library assistant substitutes; training is underway.

New Business, FY26 Library Budget:

L. O’Neill and K. Penders met with Brandon Roberts and Marie Almodovar from the finance office for a preliminary FY26 budget discussion. L. O’Neill reminded them of the Library’s obligations to the state and mentioned that the elevator will need to be replaced in the near future, which will likely be included in the Library’s capital planning in the next few years as the expense will exceed \$25,000. The results of the ADA study conducted by the Town will be up to the Town to manage and fund, rather than the Library itself.

L. O’Neil inquired about the possibility of combining the Library’s line items to from salaries and expenses to one total for budget presentations. While M. Almodovar is on board as this is easier for presentation purposes, she anticipates pushback from elsewhere in Town Hall. General law covers the schools and allows them to present only one line; this would not cover the Library.

L. O’Neill suggested adding a line item for programming. Programming is currently fully funded by state aid and the Friends, this would shift some of the funding to municipal funds. K. Penders is in favor of creating this line and suggested waiting to hear what the Town will propose at the budget summit for FY26 budgets.

The Town budget summit will be happening at the end of November. L. O’Neill is starting to work on the budget for the next cycle and will have it prepared for the Board to vote on in December.

New Business, Library Union Contract:

The Library union contract negotiations are in the beginning stages with ground rules being set up and the Town and union working on changes they would like to propose. L. O’Neill gave her input to the Town, with the big ask being to scale back the amount of paid time off available for new part-time staff (existing part-time staff would be grandfathered in to the current accrual

rates). The Trustees aren't involved in the union negotiations, but L. O'Neill will provide updates as they become available.

New Business, Boyden's Makerspace:

L. O'Neill is working on funding for a makerspace for the Library. She attended the recent Friends' meeting to pursue partial funding. The Friends have a new treasurer and the meeting was lightly attended. While they are on board, funding has not yet been approved and is on hold until their annual meeting in February. In the meantime, L. O'Neill would like to tap the Beyond Books fund to purchase cabinetry, tables, and some of the makerspace items. The makerspace will be in the café. The cabinets and tables will go in first, then items will be set up/installed.

If funded, the space will be a drop-in space for patrons to use under the supervision of staff and trained volunteers, and there will be demo nights. The makerspace will not be open and items will be locked up if no one is supervising the area, but the tables and chairs will be available for general use. L. O'Neill will send the makerspace presentation she put together for the Friends to the Trustees so they have a better idea of the vision.

After discussion, J. Parlapiano made a motion to allocate seed money for the makerspace, being supported by Beyond Books and not to exceed \$2,500, with the acknowledgment that the Director will report back on expenses and potentially request additional funds. J. Ooi seconded the motion and it passed 5-0-0.

New Business, Tuition Reimbursement for Renee Spinner:

R. Spinner is working on a master in library and information science degree online through the University of Missouri. Per the steelworkers' union contract, she has applied for tuition reimbursement through the Town for her final semester in fall 2025, a course on public library administration. While approved by the Town, L. O'Neill would like the Trustees to vote on the reimbursement as it will be coming from the Library's budget. C. Igo-Freeman made a motion to approve the tuition reimbursement as committed, not to exceed \$2,000. P. Ivanovskis seconded and the motion passed 4-0-0.

Old Business, 2025 Community Reads Program:

The author considered last month for the 2025 Community Reads was unfortunately outside of the Library's budget. L. O'Neill rethought her strategy and is moving towards historical fiction by a female author. She is currently considering J. Courtney Sullivan and her book *The Cliffs*. Sullivan is a NY Times bestselling author and *The Cliffs* is "a novel of family, secrets, ghosts, and homecoming set on the seaside cliffs of Maine" (from Goodreads). The Trustees reviewed potential dates in March and agreed on March 18th, March 25th, and March 26th. L. O'Neill will reach out to Authors Unbound to see about booking J. Courtney Sullivan for one of these dates.

J. Ooi left the meeting.

Old Business, Programming Policy:

There have been some reoccurring no shows for programs, which isn't beneficial when programs have long waitlists and other patrons are missing out. Registrants are sent reminder emails automatically and L. O'Neill emails when there is a long waitlist to ask patrons to cancel their registration if they don't plan on coming so someone else can take their seat. Despite these steps, absenteeism has been an issue for some. L. O'Neill would like to amend the programming policy to block patrons with repeated absenteeism without sufficient prior notice. C. Igo-Freeman made a motion to approve the programming policy as amended. P. Ivanovskis seconded and the motion passed 4-0-0.

Adjournment: L. O'Neill noted that she will be going to a directors' summit next month, November 6-8, and the Trustees packet may be delayed a day or two as a result.

A motion was made by P. Ivanovskis and seconded by J. Parlapaino to adjourn at 8:57p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Renee Spinner