



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Community Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Tuesday, February 11, 2025  
7:00 P.M.**

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

**Not Present:** Paul Ivanovskis

**Also Present:** Library Director Libby O'Neill, Friend of the Library Betsy Buckland

**Documentation:**

Meeting Minutes for Approval- January 14, 2025  
Reports- Friends' Report, Professional Staff Reports, Director's Report, Financial Report,  
Community Bulletin Policy

**Called to Order:** The meeting was called to order at 7:05 p.m. by K. Penders.

**Public Input:** None

**Approval of Meeting Minutes:**

C. Igo Freeman made a motion to approve the January 14, 2025 meeting minutes as presented. J. Parlapiano seconded and the motion passed 5-0-0.

**Correspondence:**

Staff put together a note of thanks to the Board for the staff lunch provided in January.

L. O'Neill received an email from Boston News (Channel 25) regarding a concerned resident questioning why the Library is hosting a particular program. Tactical Civics has booked a meeting room for a recurring monthly meeting. At the time of booking, they were confirmed to be a non-profit, as well as a resident of Foxboro. L. O'Neill responded with the meeting room booking policy. The Library has reached out to Tactical Civics via phone and email to confirm their non-profit status as their website has changed and non-profit status is no longer verified. Tactical Civics has yet to reply. If 501(c)(3) status is not confirmed, bookings will be canceled in line with meeting room policy.

**Friends' Report:**

The Friends held their annual meeting last Wednesday. The full nomination slate was accepted. Janice Rosado has stepped down as president and will remain as member at large. Betsy Buckland and Sue Collins will serve as co-presidents. Betsy Lorusso is taking over as secretary, and Katherine Howard will remain as treasurer. Committee chairs remain the same.

The Friends 2025 budget was accepted. It included a slight increase in adult, teen, and youth expenditures, and as well as a one-time expenditure for \$4,000 towards the Library's makerspace. Their May meeting has been moved to Wednesday, May 14 due to the book sale set up on May 7.

The group is looking at potential contacts to replace their existing consignment agreement for selling books on Amazon/Ebay; the current contact is ending.

With regard to Snowflake the Fox statue, the Friends are looking at possible fundraising efforts to be able to keep Snowflake at the Library.

### **Professional Staff Reports:**

The seed library is up and running. This is the first year the Library has a dedicated webpage and display for the seed library. The teen after hours event was a success. The Children's Room now has a Tonie box available for check out.

### **Financial Reports:**

The Library has transitioned to ordering books from Baker and Taylor instead of Ingram. There has been some improvement, but the Library is still about a month behind in book spending.

### **Director's Report:**

The Library had 21 adult programs in January. Not many people have been showing up to the social worker office hours. As such, programming will scale down to once every other week through April, with extended hours from 3-6pm. The social worker will also do two programs in the coming months - a practicing gratitude program and a moms coffee hour.

**New Business:** None

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

Displays are out for *The Cliffs*, including copies of the book and promotional materials. Registration for the author event opens February 18.

### **Old Business, Makerspace Update:**

The Friends will be supporting the makerspace with the \$4,000 budget approved at their annual meeting. L. O'Neill will be meeting with staff soon to discuss what will be purchased for the space.

### **Old Business, FY26 Budget:**

As discussed previously, the proposed budget was cut down to a 3% increase, which is a cut of about \$5,000. L. O'Neill, K. Penders, and P. Ivanovskis attended a meeting with AdCom last week to present the budget.

### **Old Business, Library Union Negotiations:**



The end of union negotiations is very close. There is a tentative agreement regarding Sunday compensation; staff may have option of earning comp time for one mandatory shift a month but for others, they must take pay. The union has tentatively agreed that all part-timers will be grandfathered in with the time that they have, but beginning July 1<sup>st</sup>, all new hires will only be given personal time and sick time. L. O'Neill is working with the union to amend the job description from library assistant to senior library assistant in Technical Services, which has also come to a tentative agreement. There are discussions regarding adding a 20-year step; this has not been settled yet. The next meeting is March 3.

### **Old Business, Community Bulletin Board Policy**

L. O'Neill has updated the community bulletin board policy to allow postings from all Foxborough non-profits, and to also allow posting from neighboring community nonprofits, groups, or agencies providing free or low-cost programs or services. A motion to adopt the policy as amended was made by J. Parlapiano and seconded by J. Ooi. All were in favor and the motion was approved 5-0-0.

**Change in March meeting date: March 11 meeting will be moved to Monday, March 24.**

### **Adjournment:**

A motion was made by J. Parlapiano and seconded by C. Igo Freeman to adjourn at 8:19 p.m. All were in favor and the motion was approved 5-0-0.

Respectfully submitted,

Sara Halton