



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Fuller Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Monday, March 24, 2025  
7:00 P.M.**

**Members Present:** Vice Chair Jennifer Ooi, Christine Igo Freeman, Joyce Parlapiano, Paul Ivanovskis

**Not Present:** Chair Kevin Penders, Clerk Sara Halton

**Also Present:** Library Director Libby O'Neill, Friend of the Library Katherine Howard, Department Administrator Renee Spinner

**Documentation:**

Meeting Minutes for Approval- February 11, 2025  
Reports- Friends' Report, Professional Staff Reports, Director's Report, Financial Report

**Called to Order:** The meeting was called to order at 7:02 p.m. by J. Ooi.

**Public Input:** None

**Approval of Meeting Minutes:**

C. Igo Freeman made a motion to approve the February 11, 2025 meeting minutes as presented. J. Ooi seconded and the motion passed 4-0-0.

**Correspondence:**

Kathy Bell-Harney sent a note of thanks to the Board.

**Friends' Report:**

Everyone is settling in with the new Board. Betsy Lorusso is secretary, Katherine Howard is staying on as treasurer, and Ashley Clement has been elected member-at-large.

The first of the two spring book drives happened last weekend with exact numbers collected to be determined. The next drive will be in mid-April, with the book sale taking place May 8-10.

L. O'Neill presented the Board with the idea to establish a secondary bank account for the director to use to access Friends funding allocations. The Board approved this and the account was set up last week with Renee Spinner tracking the budgeting. L. O'Neill advised that checks are expensive and may be needed; this will be discussed at the next Friends meeting.

With regard to upcoming meetings, J. Ooi will attend in April, P. Ivanovskis is attending in May, and L. O'Neill will follow up with S. Halton about her availability to attend in June.

**Professional Staff Reports:**

The teen after hours ghost hunting program was a success – there are no ghosts in the Library. The Children’s Department celebrated Take Your Child to the Library Day with a themed story time, bookmark making, family photos, and a scavenger hunt. Both teen and children’s departments are planning their summer reading programs and seeking donations for prizes.

**Financial Reports:**

Some line items are overextended, which was anticipated with the cut to the FY25 operating budget. State Aid funds are available for use as needed to cover these lines. The account currently has ~\$98,000 and another ~\$25,000 deposit will be coming in before the end of the fiscal year. Book spending is currently at 59.1% of budget and AV is at 64.4%.

**Director’s Report:**

Pride programming has been finalized and L. O’Neill passed around a mockup of a calendar with all the community events listed.

The Library is partnering with the Health Department to create a new collection called Turning the Page to Recovery. Materials in this collection center around addiction, recovery, and mental health. Items are free for anyone to take; they don’t need to be checked out or returned. The Health Department purchased \$600 in materials to help launch this new collection, which will be advertised in the newsletter and on social media.

The Library will be hosting a fix-it clinic at the end of April. Patrons can bring in small items that need fixing and volunteers will help with repairs. L. O’Neill is working on recruiting more volunteers with the skills to work the clinic. Without more volunteers, the program may need to be cancelled.

Some libraries, including the Worcester Public Library, have been developing ICE protocols. The Foxborough police chief advised that it is unlawful and criminal to interfere with ICE activities. While Boyden won’t pursue a formal policy or procedure, staff are unable to give out patron information or records without a warrant under SAILS policy.

**New Business:** None

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

The 2025 Community Reads author event went really well. Many thanks to J. Parlapiano for the refreshments. There was great promotion for the event with 82 people signing up and 70 attending. L. O’Neill is already looking to 2026 and hopes to get either a memoir author or seek sponsorship to book a more popular fiction author.

**Old Business, Makerspace Update:**

The makerspace will be set up in the tutoring room given how sound travels throughout the Library from the mezzanine café. It will be open during set scheduled hours and materials will be

locked in cabinets when it's closed. Consideration is being given to a partition to allow a portion of the room to still be open for general use while the makerspace is open. Purchases for the space will be made in April and May once the Friends account debit card comes in. The soft launch will happen in June, teen and senior tax credit volunteers will be recruited over the summer, and the space will be in full swing by September.

**Old Business, FY26 CIP Budget Update:**

The Library had requested \$100,000 for elevator repairs. This initial request was denied, but a budget of \$50,000 was approved by the Capital Improvement Planning Committee for some additional maintenance.

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

Negotiations are complete and staff are voting. The new contract includes scaling back the amount of comp time staff can build up, adding a 20-year step that will be implemented in the third year of the contract, an annual stipend for staff who hold a master's degree that isn't required for their position, as well as eliminating vacation time for any new part-time staff – they will only receive sick and personal time.

**Old Business, Director's Annual Evaluation**

J. Ooi provided S. Halton, as the new secretary, the director evaluation document that was used last year. This includes 26 questions rated on a scale of one to four with comments. The ratings are averaged and the comments aggregated for the final evaluation. S. Halton will send out blank evaluations to all Trustees, to be returned to her by April 11<sup>th</sup>. S. Halton will then average and aggregate the results, and K. Penders will meet with L. O'Neill to review.

**Adjournment:**

A motion was made by J. Parlapiano and seconded by P. Ivanovskis to adjourn at 8:05 p.m. All were in favor and the motion was approved 4-0-0.

Respectfully submitted,

Renee Spinner