



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Community Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Monday, December 9, 2024  
7:00 P.M.**

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

**Not Present:** Friends Representative

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

**Documentation:**

Meeting Minutes for Approval- November 12, 2024

Reports- Professional Staff Reports, Director's Report, Financial Report November 2024, FY26 Budget Proposal

**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 November 12, 2024 meeting minutes as presented. P. Ivanovskis seconded and the motion passed 4-0-2, with J. Ooi and J. Parlapiano abstaining as they did not attend the November 12, 2024 meeting.

**Correspondence:** None

**Friends' Report:**

A representative from the Friends was unable to make the meeting.

**Professional Staff Reports:**

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

Kathy Bell-Harney has put together a display near the circulation desk of mystery books purchased in Ed O'Leary's name with donations made to the Friends in his memory. Friend Janice Rosado sent an email to Chief O'Leary's widow letting her know and she was very pleased.

K. Bell-Harney has started working on the promotional materials for the 2025 Community Reads. The Friends will likely sponsor these materials again this year.

The Teen Room has been busier as the school year progresses. They have been trying to sneak food in, which staff have been diligent in looking out for.

Emma Brelsford did a wonderful storytime at Light Uptown. Additionally, she has a new database kicking off in January called Fiero Code, which teaches coding to patrons of all ages.

### **Financial Reports:**

The budget is currently on track for this time of year. As with last month, the book expenditures are a little low due to shipping delays with Ingram. However, 25 boxes of books arrived today, so the December financial reports are likely to reflect more accurate spending numbers for books.

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

L. O'Neill provided a Director's report, with nothing new to report for library operations.

Programs & Services: The Sunday Concert Series has been going well this season with 35 patrons attending the Olde Towne Carolers this past weekend. There are a lot of great programs for adults coming in January and staff will be gearing up for the March Community Reads programming.

K. Penders asked L. O'Neill about the Libraries 2035 book-based presentation she attended at the Director's Summit. It focused a lot on AI, libraries as community centers, engaging communities, and being more active in DEI with consideration to materials, programs, and staffing.

K. Penders also noted the attendance at social worker office hours, with four patrons attending seven sessions. It's likely that word has not gotten out about this service just yet. The group brainstormed ideas such as advertising around Town at places like the Y or churches, and putting examples of real-life scenarios the social worker can help with up on social media.

Finally, K. Penders asked about the decline in attendance for friend speed matching. The first program was all ages together, while the second was broken out by age group and had lower attendance. After discussion on the value of friendships across ages, L. O'Neill is likely to have the next session be all ages together again.

Personnel Updates: The Library is fully staffed and the latest hire has completed their probationary period. All staff are doing well after the incident in the Children's Room last month.

### **New Business, 2025 Holiday Closures:**

L. O'Neill provided a document outlining the holidays for which the Library is contractually obligated to close and those that follow precedent but require a Board vote to approve. S. Halton made a motion to approve the holiday schedule as proposed by the Director. J. Parlapiano seconded and the motion passed 6-0-0.

**New Business, Tuition Reimbursement for Erin Dunford:**

Erin Dunford is a library assistant in the Children’s Room. She started in a part-time position before moving into a full-time vacancy, and completed her probationary period two months ago. As such, she is applying for tuition reimbursement for the spring 2025 course Leadership in Information Professions. S. Halton made a motion to approve \$1,500 be appropriated from State Aid for E. Dunford’s spring 2025 tuition reimbursement, payable at the conclusion of the semester after verification of a B grade or higher. J. Parlapiano seconded the motion and it passed 6-0-0.

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

L. O’Neill asked J. Parlapiano if she would be willing to provide refreshments for the 2025 Community Reads Program with a precedented budget of \$1,000 from Beyond Books. J. Parlapiano would be happy to do so, and asked to be kept apprised of programming so that she can also possibly coordinate food with program themes. P. Ivanovskis made a motion to appropriate funds from Beyond Books, not to exceed \$1,000, for the refreshment budget for the 2025 Community Reads Program. J. Ooi seconded the motion and it passed 6-0-0.

**Old Business, Boyden’s Makerspace Update:**

L. O’Neill provided a brief update on the makerspace. She has purchased a \$100 craft cart, is looking at pricing to purchase 1-2 tables, and is considering a floor mat for the space to protect the carpets. She may ask for additional funding in the coming months, and is waiting to hear on Friends funding after their February annual meeting.

**Old Business, FY26 Budget:**

The Board reviewed the Director’s proposed FY26 budget. The Town Financial Summit for FY26 was held on November 26<sup>th</sup>, at which the Finance Department suggested a cap of 3% on budget increases, while the Select Board voted for level services. The proposed Library budget is for a 3.41% increase. This budget adheres to the Massachusetts Board of Library Commissioners (MBLC) Municipal Appropriation Requirement (MAR). The MBLC also requires 15% of the total budget be spent on checkout-able materials. The proposed budget comes \$11,027 shy of this requirement, but it will be made up via other funding sources.

The main objective of the FY26 budget is to restore expense line items that were cut for FY25 in order to fund the full-time Teen Librarian position. The Library is fully staffed, so salary line items aren’t negotiable, but union contract negotiations are under way and may impact the salary lines. Of note, the substitute library assistant and substitute librarian salary line items have been decreased by a combined \$3,000. This was at the suggestion of the Finance Department as funds in these two lines have historically been turned back to the Town at fiscal year end for a few years running.

P. Ivanovskis made a motion to adopt the FY26 budget as proposed by the Director. S. Halton seconded the motion and it passed 6-0-0. The next step will be for L. O’Neill, K. Penders, and P. Ivanovskis to meet with the Town Manager on 12/19/24.



**Adjournment:**

A motion was made by C. Igo Freeman and seconded by S. Halton to adjourn at 8:13p.m. All were in favor and the motion was approved 6-0-0.

Respectfully submitted,

Renee Spinner