



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Community Meeting Room  
10 Bird Street, Foxborough, MA 02035  
Tuesday, April 11, 2023  
7:00 P.M.**

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**Members Present:** Chairman Collin Earnst, Jennifer Ooi, and Clerk Christine Igo Freeman.

**Not Present:** Vice Chairman Kevin Penders, Joyce Parlapiano, and Anisul Chowdhury.

**Also Present:** Library Director Libby O'Neill, and Friends Member Katherine Howard.

**Documentation:**

Meeting Minutes for Approval- March 14, 2023

Reports- Professional Librarian Reports, Director's Report, Financial Reports March 2023

FY23 Y-T-D Book and AV Breakdown

Children's Room- Use Policy

**Called to Order:** The meeting was called to order at 7:02 p.m. by C. Earnst. C. Earnst prefaced the meeting to say that due to a lack of a quorum, there would not be any votes taken.

**Public Input:** None

**Youth Services Librarian Emma Brelsford- Introduction**

Emma was not present tonight as she was not feeling well. She will attend the June Trustee meeting because she will be at MLA in May.

**Children's Room- Use Policy**

Libby said we can't vote on it tonight but we can discuss it. There were some patron issues so it was felt a policy was needed. Adults are allowed to browse the collection but the policy prohibits adults in the children's room for extended periods of time if not accompanied by a child. Libby said the policy will be put back on the May agenda for approval.

**Approval of Meeting Minutes:**

March 14, 2023- The March 14, 2023 minutes will be put on May's agenda for approval.

**Correspondence:** None

**Friends' Report:**

Katherine Howard said the ribbon cutting for the Teen Room will be Thursday. The Friends book sale will be held May 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>. April 29<sup>th</sup> is the book collection day prior to the sale. The Friends will be hosting a booth for Founders Day and looking for volunteers to man it. The Friends want a presence in the Founders Day Parade and are looking to rent the horse and carriage again this year. The Friends have offered to sponsor up to \$600.00 dollars to purchase an Owl for meetings. The Owl will be used for remote meetings to improve the audio.



#### Upcoming Friends Meetings- Trustee Rep Attending

Jen Ooi will attend Friends meeting in May. June and September's attendee will be placed on the next Trustee agenda for discussion.

#### **Professional Staff Reports:**

Four new public computers have been installed. The seed library has been rolled out as of April 3<sup>rd</sup> and Libby thanked the staff for their help with that. The program was so popular that she ran out of seeds. The Xbox and video games for the Teen room have arrived. The new Town Manager will be coming to the ribbon cutting and Select Board members were invited too. The maker space is a big hit with the teens and is getting a lot of use. C. Earnst and C. Igo Freeman confirmed they will be attending the teen room ribbon cutting on Thursday.

#### **Financial Reports:**

The custodial services budget will be spent down due to landscaping and window cleaning. The book binding was sent out so that line item will be spend down but not entirely used. IT Supplies will be reduced by \$5,323.00 due the Bibliotеча quote for a service agreement for the automatic check-out stations. Newspapers and periodicals have not been paid for FY24. We will be switching vendors for this expenditure and hope to get the invoice soon. Meetings and conferences will be expended completely this year due to increased professional development. Emma, Libby, and Jennifer will be attending MLA in May.

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

Boyden's application for the human library has been approved. The fee is \$250.00. The Friends will sponsor it. Libby, Jennifer, and a volunteer will be participants. It currently is scheduled for October 14, 2023. The theme will be "Borrow Someone's Time" not check-out a person. Volunteer participants will need to go through 2 hours of on-line training.

Foxboro Cultural Council/Fox in the Boro- The fox will go to the left side of the library entrance on the sidewalk near the main entrance. It will be installed sometime before Founders Day.

The first strategic planning committee meeting is tomorrow, Wednesday, April 12<sup>th</sup> and the facilitator will be a Norfolk Public Library Trustee. Boyden is a participant of the Ultimate Library Road Trip and the Friends will donate a prize which will be a DCR or Audubon pass for the traveling library. There will be a map given to participants which has all the SAILS libraries and each time they come in to the respective library, they get a stamp. Foxborough's stamp is a fox-shaped stamp.

Libby is hoping to do an adult candle making program. The cost per person is somewhat expensive so to defray the cost Libby suggested to charge a small materials fee of \$10.00 per person. She could cut the number of people down from 15 to 12 to save on the cost of the program but would rather charge a materials fee. J. Ooi's thought the cost savings of \$150.00 doesn't warrant charging a materials fee. It was agreed no materials fee would be charged but Libby might limit the number of people to 12.

Libby talked about the possibility of having a cannabis info event through Therapy Gardens. She felt it could be somewhat controversial since cannabis facilities were voted down at Town Meeting last year. It will be an informational program and no samples. The presenter also does other info sessions on various topics such as food, chess, and how to maintain a healthy lifestyle which are all interactive programs. C. Earnst said he has no issue with it and commented this is more about education.



**New Business:**

Founders Day- The Friends will rent the horse and carriage again for the parade. Libby would like Emma Brelsford and Jennifer Huston to ride in the carriage as they are the newest staff at Boyden.

**Old Business:**

Library Director Annual Review- Per C. Igo Freeman, all the feedback has come back including Bill Keegan's input. C. Igo Freeman will compile and send to C. Earnst who will meet with Libby to discuss it.

**Strategic Plan- Update:**

The first meeting is tomorrow, Wednesday, April 12, 2023. The topics will be strengths, opportunities, and results. The meeting scheduled for May will focus on goal setting for the next 5 years. A survey will go out at the end of April/early May. The wrap-up meeting will be in June. Libby will write the plan over the summer and it will go to the Trustees for their review/approval at September's Trustee meeting.

**Boyden Library Phone System- Update:**

Foxborough's IT Director, Aaron Hyre called to inform Libby that he got a quote from the vendor but left out one key component. Therefore, he is still having some discussion/negotiations with the vendor. Aaron said he will be able to contribute some of his budgetary money for the new phone system and facilities said they would contribute too.

**The safety-bar in the parking lot:** Per Libby, she was informed the whole pole might have to be replaced. C. Earnst said it is important to follow-up with Tony and DPW to get it fixed or replaced.

**Speakers Series- Recap:**

The meet and greet with the author was amazing. The author was really personable. The food was terrific. The space upstairs was perfect for the event as it was just the right amount of space to make the event intimate and perfect. Unlikely Story attended.

Libby expressed how great the event was. She suggested to maybe do this every other year due to our lack of a sponsor. In the off years we could use an author from the consortium. She also suggested to do a community read every year.

Libby will be at MLA on Town Meeting night. She could possibly make it to Town Meeting if she left the conference early but would rather not have to rush back. C. Earnst didn't have any concerns as there isn't anything in the library budget that is controversial.

A motion was made by J. Ooi and seconded by C. Igo Freeman to adjourn at 7:56 p.m. All were in favor and the motion was approved 3-0-0.

Respectfully submitted,

Pamela Riccio