

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Conference Room
2 Baker Street, Foxborough, MA 02035
Tuesday, January 13, 2026
7:00 P.M.**

Members Present: Chair Paul Ivanovskis, Vice Chair Kevin Penders, Secretary Sara Halton, Ashley Clement

Members Absent: Joyce Parlapiano, Jennifer Ooi

Also Present: Library Director Libby O'Neill and Friend of the Library Sue Collins

Documentation:

Meeting Minutes for Approval – December 16, 2025

Reports- Friends' Report, Professional Staff Reports, Director's Report, Financial Report
Miscellaneous – Pod Use Policy, 3D Printer Policy

Called to Order: The meeting was called to order at 7:00p.m. by P. Ivanovskis.

Public Comment: None.

Approval of Meeting Minutes:

After the Board reviewed the minutes, K. Penders moved to amend the minutes to strike a paragraph from the staff update section. As A. Clement was not present at the December meeting, the Board decided to move the amendment and approval of the meeting minutes to the February meeting. P. Ivanovskis noted that he and K. Penders will not be able to attend the February meeting, and proposed to update the next meeting date to February 3; the group agreed.

Correspondence: None.

Friends' Report:

Sue Collins provided a report from the Friends. The Friends annual meeting will be held on February 4. The election committee has proposed Mo Ryan as Vice President, and Sue Collins will continue as President. The Friends reviewed their budget and bylaws. The membership table at the book sale will continue, as it attracted 25 new members at the last book sale. The newsletter will be mailed this month along with membership envelopes. The book shops are doing well.

Professional Staff Reports:

L. O'Neill reported that the staff is preparing for the Community Reads events. December vacation week was very busy in the Children's Department with multiple programs.

Financial Reports:

L. O'Neill reported that we are generally on track with the budget. The book budget portion is still lower than expected for this point in the year due to order delays.

Director's Report:

Library Operations: None.

Programs & Services: The Library held 660 programs in 2025 - 212 adult, 68 teen, and 380 children's programs. L. O'Neill reported that they have decided to end open hours for the Tinker Tank on February 11, and move to a by appointment only system. The logo committee has been formed, and includes Lesleyann Foster and Mo Ryan from the Friends of the Library, Joyce Parlapiano from the Board of Trustees, and L O'Neill and Emma Brelsford as staff members. L. O'Neill is continuing to review potential companies for updating the Library website, including the current vendor.

Personnel Updates: None.

New Business: None.

Old Business, 2026 Community Reads Update:

Several art programs for adults are planned, including a make your own mug program, a suminagashi printing program, a movie screening, a stained-glass program, a painting workshop, an art walk, and a true crime podcast program. There will also be a field trip to the Isabella Stewart Gardner museum.

Old Business, CIP Requests:

L. O'Neill submitted a \$30,000 request for the teen programming room.

Old Business, Pod Policy:

The double pod is not being used as much as expected, and there are more requests for use by single users, so a proposal was made to update the policy to allow up to two people to use the pod. A motion was made by K. Penders to update the policy as proposed. P. Ivanovskis seconded the motion, and the motion was approved 4-0-0.

Old Business, 3D Printer Policy:

An update to the policy was proposed to clarify that the 3D printer is not available for self-service use, and that files for printing must be sent by patrons to Renee Spinner. A motion was made by K. Penders to update the policy as amended. P. Ivanovskis seconded the motion, and the motion was approved 4-0-0.

Adjournment:

A motion was made by K. Penders and seconded by P. Ivanovskis to adjourn at 7:58 p.m. All were in favor and the motion was approved 4-0-0.



Respectfully submitted,
Sara Halton