

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
Fuller Room  
2 Baker Street, Foxborough, MA 02035  
Tuesday, March 10, 2026  
7:00 P.M.**

**Members Present:** Chair Paul Ivanovskis, Vice Chair Kevin Penders, Secretary Sara Halton, Ashley Clement, Joyce Parlapiano, Jennifer Ooi

**Members Absent:**

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

**Documentation:**

Meeting Minutes for Approval – February 3, 2026  
Reports- Friends' Report, Professional Staff Reports, Director's Report, Financial Report

**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 made a motion to approve the February minutes as presented. P. Ivanovskis seconded and the motion passed 6-0-0.

**Correspondence:** None.

**Friends' Report:**

Katherine Howard provided a report from the Friends. The Friends spring book drive is scheduled for March 21<sup>st</sup> and April 11<sup>th</sup>, both 10am-12pm. The spring book sale is scheduled for May 14-16. The By-Laws Committee will be reconvening next week to discuss the by-laws further. The Friends taxes are currently being worked on. At the last meeting, Kirstin Stone was appointed member-at-large.

**Professional Staff Reports:**

The nonfiction weeding project is being sped up, with Tim Golden and Suzanne Roberts managing it. Weeded books are donated to Bay State Books, who pick up discards once a month. Jennifer Huston and Emma Brelsford are gearing up for summer reading by seeking local prize donations. The Children's Department was very busy over February school vacation week and hosted lots of programming. Children's is also offering an incentive for patrons to attend their Community Reads programs this month by entering the attendees in a drawing to win two passes to the WNDR Museum Boston.

### **Financial Reports:**

L. O'Neill reported that spending is on track with 70% of the budget expended to date. Books have been coming in quickly again, allowing that line item to be spent down. The Town finance office had suggested decreasing the sub budget for FY26 and that line looks like it will fund the duration of the year. The Board had some questions on the Bartholomew trust statement. L. O'Neill will work with the Town to arrange for a Bartholomew rep to join a Board meeting and explain the statement. The June meeting would be ideal so the presentation is to the new Board.

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

Library Operations: None.

Programs & Services: The third year of the Seed Library has kicked off. Hosting the Tinker Tank by appointment only has been going well. The Community Reads related adult programs filled up within hours of registration opening, with the exception of the true crime podcast program. The "bad art" program the Library recently hosted was well attended.

Personnel Updates: The sub positions were posted this evening and L. O'Neill is hoping to have 1-2 new subs hired by April.

P. Ivanovskis asked how L. O'Neill's meeting with Rep. Michael Chaisson went. She reported that it was a successful networking meeting. They discussed the value of libraries and the expenses and budgeting aspects of running the library. Overall, Rep. Chaisson is very open to supporting the library.

### **New Business, Director's Annual Evaluation:**

It's time to start thinking about the Director's annual evaluation so the current Board members can provide input before the Board changes in May. S. Halton, as Clerk, will circulate the evaluation form, which consists of a numerical scale rating for various aspects of the role and allows for comments. S. Halton will average the numerical ratings and aggregate the feedback. P. Ivanovskis will then send the evaluation to L. O'Neill with the opportunity to discuss the evaluation and goals for the next year. All individual Board evaluations should be submitted by April 3, 2026. Due to scheduling conflicts, the April Board meeting was rescheduled to April 7, 2026 at 7pm.

### **Old Business, 2026 Community Reads Update:**

J. Parlapiano has the menu worked out for the 2026 Community Reads, and will be using the mezzanine kitchen. Check-in at the door will begin at 5:45pm. A. Clement will assist with check-in and J. Ooi and S. Halton will help with food. The author talk is filling quickly, with 49 of 80 spots already registered. The field trip to the Isabella Stewart Gardner Museum is Thursday with 12 patrons and L. O'Neill traveling to the Museum in the Community Center van. The Museum graciously donated all 13 tickets for the field trip. This month's art exhibit in the Community Room has empty frames like there are in the Museum and book.

**Old Business, FY27 Capital Improvement Plan Budget Update:**

L. O'Neill's request for \$30,000 for a teen programming room was approved at the CIP meeting last weekend. She hopes to have construction start in July so the room can be ready for the start of school in the fall.

**Old Business, New Website Update:**

L. O'Neill and Kathy Bell-Harney have attended three website demos, had four candidates total, and made two recommendations for the Board to consider: Library Siteworks and Cyberoptik. The Board looked at some of the websites each company has done for other libraries and, with consideration to visual appeal, ADA compliance, and mobile friendliness, decided on Library Siteworks. K. Penders made a motion to approve moving forward with Library Siteworks with funding up to \$20,000 from State Aid. S. Halton seconded and the motion passed 6-0-0.

L. O'Neill shared an info graphic for the AdCom meeting tomorrow as she's had trouble with presentations working in the past. It includes 2025 statistics and pictures from programming to paint a picture of the invaluable work the Library does.

**Adjournment:**

A motion was made by K. Penders and seconded by P. Ivanovskis to adjourn at 8:15 p.m. All were in favor and the motion was approved 6-0-0.

Respectfully submitted,  
Renee Spinner