



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

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

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

Documentation:

Meeting Minutes for Approval – May 13, 2025

Reports- Friends' Report, Professional Staff Reports, Director's Report, Financial Report

Called to Order: The meeting was called to order at 7:01 p.m. by P. Ivanovskis

Public Input: None

Approval of Meeting Minutes:

Motion made by K. Penders to accept the May meeting minutes with an amendment to state "dues" instead of "fees" in the Friends section. A. Clement seconded, and the motion passed 4-0-2, with J. Ooi and S. Halton abstaining due to their absence from the May meeting.

Correspondence:

L. O'Neill reported that Emma Brelsford was awarded the Paul Harris Award from the Foxboro Rotary Club for significant commitment to service to the community.

Friends' Report:

S. Collins reported that Founder's Day was very successful, receiving donations of \$173 and selling \$83 in books. The spring book sale raised a total of \$5512. Tickets for Southwick Zoo are selling well. The Board will meet with Bartholomew next week to discuss their investments. Janice Rosado has volunteered as the Friends volunteer coordinator. The Teddy Bear Picnic is scheduled for July 12, with the Friends selling books.

Professional Staff Reports:

The staff is preparing to open the Tinker Tank. It has been advertised in the newsletter and on social media, and a website has been created.

Jennifir Huston let a Together with Pride program, with 28 attendees (90 signed up; recording is available).

Summer Reading Program updates:

-Children's is using Beanstalk for kids to track the number of books or minutes read, and the first 100 kids to sign up will get a goodie bag. For every hour they read, they will get tickets to enter into a drawing for prizes. For every 3 hours read, they can get a charm for their charm bracelet they receive when they sign up. L. O'Neill read a list of programs which are planned for the summer. 100 laminated Snowflake the Fox were made to share pictures of travel with kids for the summer.

-Teen: Last year Jennifir had 40 students; her goal is to have 50 students sign up. She plans to do a Level Up Escape Room program and set up a summer reading section in the teen room. Prizes are sponsored by Friends and other local organizations, and there are also several book prizes.

-Adult: Adults will have a bingo sheet for summer reading. Programs include Paint a Pint, mosaic tea light holders, soap making workshop, and a Lizzie Borden talk. All programs are sponsored by Friends, as well as gift cards for 5 winners.

Financial Report:

There are about \$10,000 in funds available; \$6500 is already accounted for with book/AV invoices and orders. Sunday hours will be over budget by approximately \$4500. A concern for next year is the costs of Sunday hours will be increasing with the new union contract due to staff being paid vs. comp time, so this overage could be more. There was a discussion of potential future funding of bookmobile and of asking the Town for updated reports on where additional funds are kept (Rockland, Bartholomew).

Director's Report:

Programs & Services – L. O'Neill emailed the chief of police to make them aware in case a police presence is needed due to spam registrations for tomorrow's 7pm author talk on queer history. Half of the registrations have been spam registrations.

Personnel Updates -Reviews are almost completed. L. O'Neill has joined the board for SEMLA - Southeastern Massachusetts Library Advocacy with a yearlong commitment.

New Business:

2026 Community Reads author options – L. O'Neill has reached out to Authors Unbound and received a list of potential authors. L. O'Neill will start to think of potential program that could be adapted and will present final options in September.

Professional Development Allocations - This coming year will have several big conferences for staff to attend. L. O'Neill would like to put a cap on spending for professional development to allow for more staff members to attend. \$2500 is in operating budget, which includes membership fees, conferences, travel, and online trainings. The remainder comes out of state aid. L. O'Neill proposed a cap for professional librarian staff of \$850 per year; non-transferrable. This total would include conferences, travel, online courses; all membership fees would be covered and not part of a cap. Non-professional staff development would be on a case-by-case basis. K.



Penders proposed language for a new policy regarding attendance at conferences: “ability to subsidize attendance and promote professional development is contingent on availability of funding subject to the discretion of the Director.”

Old Business:

The Tinker Tank kickoff/ribbon cutting is being held on June 17th at 6pm.

The Director’s review evaluation and comments have been sent to L. O’Neill. K. Penders and L. O’Neill will meet in the upcoming weeks to discuss.

Adjournment:

A motion to adjourn was made by K. Penders and seconded by J. Ooi.

Respectfully submitted,
Sara Halton