



**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
Fuller Meeting Room
10 Bird Street, Foxborough, MA 02035
Tuesday, November 18, 2025
7:00 P.M.**

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

Also Present: Library Director Libby O'Neill, Friend of the Library Betsy Lorusso, & Department Administrator Renee Spinner

Documentation:

Meeting Minutes for Approval – October 14, 2025

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

Miscellaneous – Internet Use Policy, Correspondence

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

Public Comment: None.

Approval of Meeting Minutes:

The Board discussed the inclusion of correspondence in the minutes. If correspondence is discussed in a Board meeting, it becomes part of public record and should be included as an appendage to the minutes. Email addresses and phone numbers will be redacted if included. Going forward, a note will be included on the Board's webpage that states that the Boyden Library is a public entity subject to the Freedom of Information Act (FOIA) and public meeting law requirements. As such, any correspondence the Library receives may become public record.

Kay Andberg's correspondence from October will be included with the October minutes, and all email addresses and phone numbers will be redacted from those minutes. A. Clement made a motion to approve the minutes as amended. J. Ooi seconded and the motion passed 5-0-1 with K. Penders abstaining.

Friends' Report:

B. Lorusso provided an update from the Friends. The fall book sale was very successful, bringing in \$5700 in total sales, \$500 more than the spring sale. There were a lot of great donations received during the book drives leading up to the sale and a lot of new membership sign ups during the sale, both of which helped fuel the sales. Additionally, the Friends are earning \$1 per shopping bag sold at the Foxborough Stop & Shop this month.

As previously mentioned, Betsy Buckland is stepping down from the Friends Board. As such, at their November meeting, Maureen Ryan-Wise was selected to serve as Vice President for a one-year term. The Friends annual meeting will be held in February 2026.

Professional Staff Reports:

Kathy Bell-Harney worked with SAILS to install web filtering on the children's computers. This eliminates the need for permission slips to use the computers in that room.

Jennifir Huston attended the Ahern PAC to promote the Tinker Tank.

L. O'Neill, J. Huston, and Emma Brelsford all attended the NELA conference. L. O'Neill presented on being a director at the conference and was asked to do the presentation again at next year's MLA conference.

Financial Reports:

The Library budget is on track so far this year. The Network & Information Systems line item is fully expended due to the SAILS network assessment and is typical at this time of year.

The Library will be in the first round of State Aid allocations and will received \$25,940.80. L. O'Neill plans to spend down this account to cover expenses related to creating a teen programming room including the building work, counters, cabinets, a sink, and furniture. A vote for this allocation will be on the December agenda.

The Board will vote on the FY27 budget in December. From there, it will go to the town manager, then AdCom, then Town Meeting.

Director's Report:

Library Operations: None.

Programs & Services: The food cupboard has been a huge success, especially since the start of November. Over 250 items have been taken from the pantry. The Library is running food for fines to ramp up donations. Traci Lorenz has been picking up donations from Stop & Shop weekly, and the Foxborough Food Pantry reached out to offer supplies as they are well stocked at present. J. Parlapiano suggested putting together a list of food pantries in the area to post in the cupboard.

Personnel Updates: L. O'Neill reported that Vickie Kusleika will be retiring in September of 2026.

A. Clement inquired about the incident referenced in the director's report. L. O'Neill gave an overview of the incident from the report and concluded that while staff felt harassed by the events, they did not feel threatened. As such, no action to disinvite was taken, though a warning was issued via email in response to the correspondence received relating to the incident (correspondence is attached).

Correspondence:

L. O'Neill distributed correspondence that was received from a patron, a copy of which can be found at the end of the minutes. The correspondence is in reference to the incident discussed under the director's report. The Board discussed how the library is a community space where social connections can be made, and that they are no longer the quiet spaces they used to be. Given the architecture of the Library, a truly quiet space is difficult to achieve. P. Ivanovskis complimented the tone and solutions offered in L. O'Neill's response.

New Business, New Library Website & Accessibility Compliance:

The Library is looking into getting a new website. Under a recent law passed, the website must be ADA compliant by April 2027. It will be critical to ensure that the web designer is prepared to meet the ADA requirements when building the new site. Because of this requirement, the cost may be higher. The Board encouraged L. O'Neill to have quotes by the December meeting so it can be incorporated into FY27 budget planning. Quotes should include the initial set up and maintenance. L. O'Neill is considering rebranding with a new logo to align with a new website. K. Penders suggested putting together a small committee made up of staff, Board members, and Friends to work together to develop and change the branding.

New Business, FY27 Budget:

Finance has advised that Town departments should budget for what they need for FY27. L. O'Neill is going to include a programming line item for this budget cycle, as well as increases to network & info and materials expenditure. With V. Kusleika retiring, L. O'Neill is considering changing the position from 30 hours to 18. Additionally, she is considering changing the department administrator position to a librarian level II, step one position. The role would include the existing department admin tasks plus more library-specific work. This would allow for better coverage library wide. K. Penders advised that these changes will really come down to the unions. L. O'Neill is meeting with the Library union rep in the first of week December.

L. O'Neill will be including \$100,000 for a bookmobile in the capital improvement plan (CIP) for FY27. This would be in addition to \$100,000 from Beyond Books and fundraising roughly another \$100,000. Bookmobiles generally cost \$200,000-300,000. L. O'Neill briefly outlined why a bookmobile would be a vital component for the Library and beneficial to the community. She also mentioned a few locations (parks, Patriot Place, local schools, YMCA, community events, etc.) the bookmobile could visit in Foxborough. The Board is generally in support of using funds from Beyond Books as this has historically been used almost exclusively for the annual Community Reads.

New Business, Address Change:

Last month, a patron reached out to suggest considering changing the Library's address to Baker Street to be more easily found via navigation. L. O'Neill reported back that the process would be easy for the Library –the Town of Foxborough's Staff Planner will take care of updating the Post Office, etc. They recommended using 2 Baker Street. A. Clement suggested rolling out a new logo/branding in conjunction with the address change to avoid having to make updates and reprint materials twice.



A. Clement made a motion to approve changing the Library's address to 2 Baker Street. J. Parlapiano seconded the motion and it passed 6-0-0.

Old Business, Internet Use Policy:

Web filters have been installed on the children's computers through SAILS. Now, children 12 and under can use the children's computers and those 13+ can use the reference computers. Permission slips are no longer needed for kids to use computers in the children's room. The policy is being adjusted to reflect these changes, as well as a lack of computers in the teen room.

K. Penders made a motion to approve the policy as amended. P. Ivanovskis seconded the motion and it passed 6-0-0.

Adjournment:

The Board agreed to push the December meeting back one week to December 16, 2025.

A motion was made by K. Penders and seconded by P. Ivanovskis to adjourn at 8:54 p.m. All were in favor and the motion was approved 6-0-0.

Respectfully submitted,
Renee Spinner

Correspondence:

Comcast <[REDACTED]>
To: Elisabeth O'Neill <eoneill@sailsinc.org>

Wed, Nov 5, 2025 at 4:25 PM

Hi Libby:

I'm sending this email on behalf of my daughter who is at the library now and is getting very frustrated. She is studying for her pharmacist boards and it is so loud in the library she can't focus. Between the teen discussion going on and staff speaking loudly on the phone, she can't find a quiet place.

What do you suggest she do to find a quiet study area! She was at the library last week also experiencing the same thing. Help!

Nancy Morrison

Sent from my iPhone

Elisabeth O'Neill <eoneill@sailsinc.org>
To: Nancy Morrison <[REDACTED]>
Bcc: Paul Ivanovskis <ivanovskis.foxborough@gmail.com>

Sat, Nov 8, 2025 at 10:59 AM

Hi Nancy,

Thank you for reaching out. I'm sorry to hear that your daughter has had difficulty studying at the library. I will remind staff to be mindful about phone conversations, though in some cases, they may need to speak clearly when assisting patrons who are hard of hearing.

For a quieter experience at the Boyden Library, I recommend the following options:

- We have noise-canceling headphones available for patrons to borrow.
- Our single-person study pods are a popular choice for focused work.
- The Reading Room (with the large oak tables), the tables near the old entrance, and the area near my office on the Mezzanine Level tend to be quieter spaces, away from the Teen Room.

Please note that the library is generally not quiet between 3:00 and 6:00 p.m., when many teens and tutors are present. While staff do monitor noise and disruptive behavior, the library is a community space for all to enjoy, and we do not enforce complete silence.



Additionally, I need to address a separate concern. I was informed that you berated two staff members on Wednesday evening. I'd like to remind you of our [Library Code of Conduct Policy](#), which states:

- *Persons who, in the opinion of library staff, fail to comply with these rules of conduct as described below may be asked to leave the premises. Repeated failure to heed warnings by library staff may result in the loss of library privileges and/ or a letter of disinvite.*
- *Harassing others, either verbally or by physical actions is not permitted. This includes any actions that patrons or staff perceives to be harassing.*

Our staff are here to assist all patrons and should be treated with respect at all times. I appreciate your understanding and cooperation in this.

Thank you,

Libby

Comcast <[REDACTED]>
To: Elisabeth O'Neill <eoneill@sailsinc.org>

Sat, Nov 8, 2025 at 1:52 PM

Hi Libby:

Okay ... may I remind you there are two sides to every story. What your staff reported to you did not happen. Also, when I pointed out the behavior of the teens and others, I was accused of lying by your staff. Their actions toward me are unacceptable.

My daughter has every right to complain about the noise level, especially when it is a personal conversation. Patrons should not be subjected to personal gossip led by your staff. She reported the noisy teens to your staff and was ignored. She has just as much right to quiet space as the teens have noisy space. If you are not going to "enforce" quiet time or request a lower noise level, then please allow us to use the Fuller room when it's not being occupied providing a win-win situation for everyone.

We have witnessed many violations of your code of conduct by both staff and teens, such as the loud and disruptive conversation as described above. Additionally loud, disruptive devices, throwing and running; all of which are included in the policies of the Boyden Library. Maybe you should remind your staff to reread those rules and regulations instead of contributing to the gossip.

Furthermore according to your stated "code of conduct" no codes were violated by me.

Nancy Morrison