

Billerica Public Library Board of Trustees
Meeting Minutes
October 6, 2025

President Maggie Deslaurier called the meeting to order in the Library Conference Room, at 7:00 PM.

Member	Present	Absent
Maggie Deslaurier Chairman	X	
Michelle Ovalle Vice-chairman	X	
Katrina Kruse		X
Thomas Considine	X	
Alyssa Bartlett	X	
Ellen Rawlings	X	
Bob Correnti	X	
Elizabeth Gottman-Hanrahan	X	
Jo Anne Frazier		X
Joe St Germain, Director	X	
Sharon Lomison, Assistant Director	X	

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 BILLERICA
 PUBLIC LIBRARY

Meeting Minutes:

Bob Correnti made a motion to accept the minutes from September 8, 2025.
 Tom Considine seconded.
 The motion passed.

UNANIMOUS

DIRECTOR'S REPORT

Library will be closed on October 13 in observance of Columbus Day.

Storytime resumed the week of September 15. All four morning sessions, which do require registration, are filled. Tuesday evening storytime remains very popular and does not require registration.

We have recently invested in some new cushioned chairs, and if they prove popular, we will be purchasing some additional ones to see how they work out in some of our adult programs.

The Billerica Library Foundation has approved funding for FY2026 Adult Programming and for the Foundation Fest Music Program for Children. Combined with the 2026 funds awarded by Family Friends, will ensure that we can continue to provide the community with engaging programming for all ages this year.

Staffing –

Amanda Gagnon has transitioned from the Circulation Assistant 20 hours to the Circulation Assistant 34 hours position.

Circulation Assistant 20 hours has now been posted internally and will remain posted for ten days.

Facilities –

The exterior staff stairs are still on schedule to be repaired in October.

With no carpet cleaning this summer, facilities will be going around in the near future to treat noticeable stains.

Decision made to retain the current number of lights in the parking lot – not to add lights down the island in the middle. Lighting is good, and rather than add, they will focus on maintaining existing light poles and replacing traditional poles as needed. Parts are hard to source but we have them to be used as needed. Currently stored outside the children's room but will be moved to a storage space so they are out of sight.

Library is on the list to get repainted. Expected to begin in January on the lower level and work its way up.

Facilities is working on sourcing some light fixtures for the children's room. Currently, just making sure we have enough lightbulbs and things on hand and look for a longer-term solution such as applying for another grant or something along those lines. In the meantime, a few spaces that are a little darker than usual but that will be fixed once they are able to source those lightbulbs, which are harder to find.

Concord Road doors are unlikely to be replaced in FY2026 but remain a known priority, but with the timing of some other town projects it was felt that it could wait until FY2027.

Meeting room on the lower level is starting to show its age. Looking at how we can get quotes to replace the flooring, paint the room and replace the ceiling tiles. Used for many library programs and community events.

Yankee Doodle Homecoming Annual Book and Bake Sale. Sincere thanks to the Family Friends, Board, and volunteers.

Ellen Rawlings made a motion to accept the Director's Report

Bob Correnti seconded

The motion passed.

UNANIMOUS

OLD BUSINESS

No old business.

NEW BUSINESS

The Board reviewed and voted on the Slate of Officers

Tom Considine made a motion to nominate Maggie Deslaurier for chair.

Michelle Ovalle seconded.

Ellen Rawlings made a motion to nominate Michelle Ovalle as vice chair.

Tom Considine seconded.

Michelle Ovalle made a motion to nominate Jo Anne Frazier as secretary.

Tom Considine seconded.

Slate passed.
UNANIMOUS

Chair: Maggie Deslaurier
Vice Chair: Michelle Ovalle
Secretary: Jo Anne Frazier

The Board reviewed and voted on the Local History Room Policy

Last reviewed in September 2024

Reference/Local History Librarian has completed a full inventory of the Local History Room, and has identified a number of items that are not one-of-a-kind and don't need to be in that room for preservation and security, and can be moved out of the room and putting them on the shelves outside the room.

Reference/Local History Librarian would like to designate the Reference Collection, located outside the room, and the Rare Collection, which would be housed in the Local History Room. The Reference Collection would be accessible any time the library is open and can be used on the open floor. The Rare Collection would be accessible for use at the table outside the Local History Room. A visitor could come and request specific material or make an appointment with Claire to come and browse, find the materials they'd like to review, and use them in that space.

An ID would be requested of anyone who is seeking to review the very rare materials, and a note made in our system just in case any damage or issues might be found. Currently, we hold on to the ID. Moving forward, we'd like to record the information and hand back the ID. This process is in line with what we've done with the study rooms.

If materials need to be scanned or photographed, patrons will need to ask for staff assistance.

Copyright language is the same. Directions on how to use the microfilm reader will be written, and training for patrons who want to use it.

Discussion that there be an addition to the policy to allow for the loaning of materials for special circumstances.

Revisions to the Local History Room Policy

Bob Correnti made a motion to accept the revisions to the Local History Room Policy, as submitted and amended.

Tom Considine seconded.

The motion passed.

UNANIMOUS

FAMILY FRIENDS UPDATE

Very successful book sale. Kicked off current raffle for 7 gift cards to local restaurants. Strombolis, Emerald Rose, Jon Ryans, 99, Stelios. (Stromboli's and Jon Ryans each donated \$50, we were only asking for \$25).

FOUNDATION UPDATE

As mentioned in Director's Report, Foundation met in September which is when they vote on their FY budgeting. They have provided the library with funding for adult programming, the children's foundation fest, services and resources and a few other lines that they fund throughout the year.

Their next meeting is in November, which is their annual meeting.

CORRESPONDENCE

No correspondence.

ANNOUNCEMENTS

No announcements.

REQUESTS FOR NEXT AGENDA

No requests.

ADJOURNMENT

Bob Correnti made a motion to adjourn.

Elizabeth Gottmann-Hanrahan seconded.

The motion passed.

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Thank You, Jo Anne Frazier----- Next Scheduled Meeting: December 1, 2025 7pm