

**Billerica Public Library Board of Trustees**  
**Meeting Minutes**  
**December 1, 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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TOM STERN  
BELLERICA

***Meeting Minutes:***

Bob Correnti made a motion to accept the minutes from October 1, 2025.

Tom Considine seconded.

The motion passed.

**UNANIMOUS**

***DIRECTOR'S REPORT***

Library was closed on Veteran's Day, Tuesday, November 11, 2025, and also closed at noon on Wednesday, November 26, 2025, staying closed through Friday, November 28, 2025.

Library will be closing at noon on Wednesday, December 24, 2025, and Wednesday, December 31, 2025. Library will be closed on Thursday, December 25, 2025, and Thursday, January 1, 2026.

Storytimes for the fall wrapped on Tuesday, November 25. Several STEAM programs to take their place in December.

Fewer adult programs in December, usually due to space limitations due to the holiday festival: Home for the holidays display and raffle. However, many of our regular clubs will be meeting in December, and English at large is continuing to hold classes.

Teens can look forward to several holiday themed programs this month, an event to celebrate Stranger Things, and then at the end of the month is the Great puzzle race – family event.

**Staffing** – Circulation Assistant 20 hrs filled internally by Georgine Carbone in place of her current position of Circulation Assistant 24.5 hrs. That position was posted on October 16 and filled with an external candidate, starting December 2. Circulation Department now fully staffed.

On October 22, library said good bye to Marianne DiPierro, who most recently served as our References and Public Services Librarian at 17.5 hours. Plan to fill that position shortly. Several part time reference staff have been filling in to help with coverage.

Eeboo, toy and game company with a facility in Billerica, donated 2 pallets ea weighing 600lb filled with games, puzzles, and materials valued at \$5,000. These items will be used for years to come by adults, teens and children. Grateful for this donation.

This was made possible by the Facilities Department and the DPW, both taking care of the pickup and unpacking of this donation.

*Collections:* Added a new E-resource; Peterson's Test and Career Prep, giving patrons free access to a variety of online tools to prepare for educational and vocational tests. Can be accessed at the library and also remotely. Anyone with a Billerica Library card can have access.

Increased use of Hoopla, which provides on-demand access to e-books/audiobooks and it supplements Libby which is more of a traditional borrowing system. We are continuing to invest in the Libby Advantage plan that MVLC offers. Allows us to purchase additional copies of items that have holds by Billerica Residents so they can receive that content first.

During the HFD&R, Local History room has been open by appt only. Recently our local history librarian Claire, received a \$100 donation to the Foundation because someone was so grateful for the research services she was able to provide.

#### *Facilities –*

Added shelving to the Children's growing picture book collection. This was done at minimal cost due to the ability to use of spare shelving.

Foundation recently approved adding a permanent tree to the children's room. Discussions have happened with youth staff about what that might look like. Once through the holidays, discussions with Facilities about what kind of specs and things we'll need to get that moving forward.

Exterior staff stairs were repaired just before Veteran's Day.

Other projects discussed at the October meeting still remain pending.

Holiday Festival: Setup went really well. Everything worked as expected, Facilities did a great job rearranging furniture. Committee ensured the displays went up and there were volunteers on site to facilitate that. Display will run through Dec 14.

Reception also went very well. Director was on site to assist with logistics and the committee did a great job handling everything else.

One incident involving an attendee that felt unwell, but the EMTs were called and quickly handled the situation and all was well.

Next big event will be Saturday, December 6, the annual Winter Festival and Tree Lighting. Director will be outside after the library closes to make sure the committee has access to the electrical panels needed to make the event go off.

October 20 the new library website launched. This is part of the townwide initiative to create a unified look and experience for all the town websites. There was a brief maintenance period where they had to capture some data that didn't transfer properly. Everything is now up-to-date and looks great.

Certified at the Mass Board of Library Commissioners November 6 meeting. We received an initial state aid award of \$52,191.77 and a second payment is expected in January.

Comments:

Ellen Rawlings feels that the layout and everything with the festival is wonderful and she's so wonderful to see.

Alyssa Bartlett noted that it wasn't easy to find "My Account" on the new website.

Tom Considine made a motion to accept the Director's Report

Michelle Ovalle seconded.

The motion passed.

**UNANIMOUS**

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

**The Board reviewed and voted on The Study Room Policy**

The feedback on the 2-hr test was that it should be longer. The proposal is for a 3-hr reservation with an additional hour if no one is waiting. A little more leeway for people who'd like to have the room for longer. All rooms should be the same amount of time – 3-hrs.

Adding a library card number for the advanced reservation. Currently the bookings are managed manually. Any Massachusetts library card will be accepted.

Alyssa Bartlett moved to accept the change to a 3hr reservation.

Michelle Ovalle seconded.

**UNANIMOUS**

**The Board reviewed and voted on The Fundraising Policy**

Add a clause that would give the Director permission to put in a donation box in coordination with another Town Department. Initial proposal read, "Town Department or affiliated entities." Discussion continued to remove "or affiliated entities" as being too broad.

Bob Correnti moved to approve as amended.

Tom Considine seconded.

**UNANIMOUS**

**The Board reviewed and voted on the Meeting Room and Conference Room Policy**

Amend to allow for up to three individual passes to be granted to people to share the conference room – and work or study quietly (no calls, no zooms) as long as the room is not already booked.

Alyssa Bartlett moved to accept as amended.

Elizabeth Gottmann-Hanrahan seconded.

**UNANIMOUS**

Ellen Rawlings reports that two patrons have reached out to her suggesting that the new Local History Room policy was overly restrictive. We should revisit to make sure we're getting it right.

**FAMILY FRIENDS UPDATE**

Successful restaurant raffle; people really liked it. Will do it again, but will wait a while. Doing a Flower Power fundraiser where you can buy bulbs. January is membership month. Sign up during a certain time frame and be entered to win a gift card to a gas station. Buy one get one free Holiday Item at the book store, and the cookbook swap – bring your cookbook and swap it out for another one.

**FOUNDATION UPDATE**

Foundation met the 2<sup>nd</sup> week of November. Annual meeting was successful. Taxes filed for the year.

**CORRESPONDENCE**

No correspondence.

**ANNOUNCEMENTS**

No announcements.

**REQUESTS FOR NEXT AGENDA**

Revisit the Local History Room Policy

**ADJOURNMENT**

Bob Correnti made a motion to adjourn.

Elizabeth Gottmann-Hanrahan seconded.

The motion passed.

**UNANIMOUS**

**Thank You, Jo Anne Frazier----- Next Scheduled Meeting: January 5, 2026 7pm**