

**Board of Library Trustees**  
**MEETING MINUTES**  
**January 15, 2025 at 6 PM**

**Call to Order**

The meeting was called to order at 6:01 PM by Chair Alyssa Richard. Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon (remote). Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

The minutes were accepted as amended

**Mail, Other Communications, and Requests to Use Library Facilities**

There were no communications or requests to use the library facilities

**Monthly Liaison & Committee Reports**

**Seekonk Library Trust:** Mike Durkay reported that \$8500 had been collected since the beginning of their annual appeal. The website is still owned by Libby and the group has had no success in contacting her. Music & Mocktails will be held April 10, 2025 but the regular bartenders will not be able to attend. The Trust is investigating getting the Teen Council involved. There has been no response in making the Sharon award more public. Additional members are needed for the trust

**Friends of the Library:** Fred Slemon reported that the Friends will meet next week

**Old Business**

**Update on Library Building Feasibility Study Final Report:** The group discussed possible next steps. The tentative date for the Spring Town Meeting is May 12, 2025 but no one knew when the warrant would be open for the meeting.

The presentation to the Select Board will be on March 12 and the subgroup is working on that. There is also a folder in Google drive for anticipated questions

**ACTION ITEM:**

TRUSTEES: Reserve **March 12, 2025** for meeting

**New Business**

**Update on library HVAC issue:** The library is still using a temporary leased heating system. Kate H. will attempt to figure out how much has been spent on the heating system.

**ACTION ITEM:**

KATE: Attempt to figure out HVAC repair costs back to the date the new library was voted down.

**Food for fines**

Moved; seconded; approved

**Policy Reviews**

# 90 Appealing a Loss of Service – *no changes recommended*

#310 Policy on Soliciting on Library Property – *no changes recommended*

**Library Director's Report**

Dave Cabral, DPW head, reported that there is a property line issue with the neighbor to the north. A path encroaches on property near the garden and he will figure out how to remedy this. Also, a methane vent has been knocked over;

Kate reported that the consultant she wanted to hire for strategic planning is moving so she will seek an alternative

Implementing Springshare, the new vendor for museum passes and Library of Things, is in the works. It is being implemented in-house and is time-consuming. Michelle Gario is working on the museum passes and Kate on the Library of Things. The next step is to train staff then release it to the public, hopefully in February.

MBLC's new campaign is "empowered by libraries." It isn't tied to a specific time. The library will work on getting feedback from the community

The report from the consultant on library space is exciting. Parts of collection are just storage

The legislative breakfast is March 7 at the Norfolk Public Library.

The Trustees are planning on doing something for the staff to show their appreciation for working through disruptive times

The Boston Bruins pajama drive will be starting in February. Sharon hopes to get more town departments involved.

The library now has carbon monoxide detectors. Methane detectors that haven't worked for years will be replaced

#### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be February 12, 2025 in the Sullivan Room at 6 PM

The meeting was adjourned at 6:47 PM

#### **LIST OF DOCUMENTS**

Draft Feasibility Study Presentation Documents

Stats: SiFiBoardReport\_2024-December.pdf

Stats:Programs\_2024-December (2).pdf

Stats:Door Traffic December 2024.pdf

Policy #310 Soliciting on Library Property

Policy #90 Appealing a loss of service

MLS Visit - Seekonk Public Library.pdf

Empowered by Libraries Campaign

Director's Report - Template.docx

Dec YTD - Library.pdf

Communications: re: Strategic Planning consultant

BOLT Minutes 12-18-24.pdf

Agenda - January 15 2025 Hybrid Meeting.docx

2025 Legislative Breakfast (1) (1).png

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
FEBRUARY 12, 2005**

**Call to order**

The meeting was called to order at 6:02 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

The minutes were accepted as written.

**Monthly Liaison & Committee Reports**

Seekonk Library Trust: Kate reported that the Trust had moved some money around in its accounts and is still dealing with security compliance issues on its website. They would like to redesign their website but are unable to get control of it from Libby. They are still trying to recruit members. Music & Mocktails will feature teen programming

Friends of the Library: The Friends' book sale is on Saturday, February 15 and includes chances to win a raffle basket. They've received a check from BayState Books

**Old Business**

Update on Strategic Planning: Michelle Eberle from the Massachusetts Library System will be helping with strategic planning. She will provide tools to obtain feedback from various groups. Community focus groups (by invitation only) will be held April 26. She can only do one in-person focus group but will provide us with the tools to do more.

We will develop 3-5 goals and while we don't have to do objectives, we probably will

There will probably be treats or something similar for the focus group.

**New Business**

Consider request to close in May for staff training: The half-day staff training that was cancelled in January due to lack of heat is tentatively rescheduled for May 27 or June 2. The library will open at 1 PM. There will be no programs scheduled in May so staff is able to work on collections.

Motion to close the library for ½ day for staff training: moved, seconded, approved

**Policy Reviews**

#90 Appealing a Loss of Services

#310 Policy on Soliciting on Library Property

There were no changes recommended to either policy.  
Motion to approve; seconded; approved

### **Library Director's Report**

The Massachusetts Department of Labor found no safety issues in the library. Staff was invited to a meeting with representatives of town government, DPS, Fire Department, Trustees, and Library Administration. The CO detectors never went off

There was an inquiry about holding a "Meet the Candidates" session. The library will not be hosting a session but if someone else wants to host it the library will provide a room.

The Select Board meeting is March 12.

Kate and Alyssa met about the budget which will, in all probability, be cut this year. Other library directors are hearing about 2-5% cuts.

The Trust will be asked to fund 2-3 study pods. These need to have fire suppression in them; some come with lighting and wiring. Kate will show the Fire Department what she has in mind. Kate distributed brochures describing products being considered

The Finance Committee meeting is February 27

The Legislative Breakfast is March 7

Blades, the Boston Bruins mascot, will be visiting the library on Wednesday, February 19

### **Executive session**

A motion was made to enter into executive session; seconded; approved  
The trustees discussed a current grievance  
A motion was made to return to open session; seconded; approved

### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be March 19, 2025 at 6 PM

The meeting was adjourned at 7:05 PM

### **LIST OF DOCUMENTS**

BoLT Minutes 1-15-25.pdf  
Agenda February 12 2025.docx  
Dept of Labor Report.pdf  
Financials Jan YTD - Library.pdf  
Grievance Jan 2025.pdf

Legislative Issues - eBooks.pdf  
Legislative Breakfast 2025.pdf  
January 2025 Director's Report.docx  
Policy #310 Soliciting on Library Property.pdf  
Stats: January 2025 Door Traffic with event detail.pdf  
Stats: Programs BoardReport\_2025-January.pdf  
Stats: WiFiBoardReport\_2025-January.pdf  
Legislative Issues -Freedom To Read.pdf Policy #90.  
Appealing a Loss of Service.pdf Accessible Study  
Pod.docx

**BOARD OF LIBRARY TRUSTEES**  
**MEETING MINUTES**  
**MARCH 19, 2025**

**Call to order**

The meeting was called to order at 6:05 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Cynthia Corbett, Mike Durkay, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

The minutes were approved as amended

**Mail, Other Communications, and Requests to Use Library Facilities**

Kate responded to a request to consider a mural for the library by explaining that we will be undergoing repairs

A request to place a donation box for Project Linus was approved for the month of April. This organization provides handmade blankets for children in traumatic situations

A request to use the meeting room by the Country Brook Estates Homeowners Association was approved

A request for a "Meet the candidates" meeting was approved

**Monthly Liaison & Committee Reports**

**Seekonk Library Trust:** Mike Durkay reported that the Trust has \$38,000 in its checking account and \$647,000 in an investment account. It collected \$7900 in its annual appeal. Someone contacted Libby and the website is now PCI-compliant and is using PayPal for donations and the website itself is using GoDaddy.

The St. Hilaire will be presented at a Select Board meeting

Music & Mocktails is April 10; there is a bartender and a duo to play; the focus will be on teens and what they've been doing with the library. They're hoping to find people interested in serving on the Trust. The next meeting is April 1.

**Friends of the Seekonk Library:** Fred Slemen report that the next meeting is coming up

## **Old Business**

### **Update on Strategic Planning**

There will be a community focus group April 26 and Kate will attend. The teens are doing a survey and youth are doing a survey along with parents. Kate would like to have names of people to participate (all ages). There will also be an anonymous staff survey. Trustees should also have input.

## **New Business**

### **Discussion on March 19 Feasibility Study Final Report presentation to the Select Board**

From an earlier discussion it was decided that the warrant article should come from the Select Board. If they don't prepare a warrant article the Trustees could move to petition it onto the warrant. This would take 10 signatures. Kate and Mike will talk to Shawn. The Select Board will be discussing this at its 3/28/25 meeting or a special meeting.

**\*Action item:** Mike and Kate speak with Shawn Cadime about warrant article

### **Consider a request to use LIG/MEG funds to provide lunch on June 2, 2025 Professional Development ½ day**

Kate requested an amount not to exceed \$400 for lunch during Professional Development Day

moved/seconded/approved

### **Consider using LIG/MEG funds to upgrade the library website**

Discussion of this is deferred until April

### **Consider the care and retention of Sharon St. Hilaire fiber art**

Some of Sharon St. Hilaire's fiber art was stored behind the piano. It needs to be cleaned and restored. Some suggestions for its dispersal included the Seekonk Artists Network or

her friends. A library staff member who teaches at RISD will also check on the preservation aspects

### **Consider reductions to the proposed FY26 library budget**

Reductions in the FY26 budget are coming from wages only. There is a page position that hasn't been filled and a retirement that will be filled at a lower rate. Katie is leaving but her replacement will be hired at a lower rate

Motion to approve the budget as discussed; seconded; approve

### **Policy Reviews**

Policy #30 Policy on Decertified Libraries – *no changes recommended*

Policy #60 Ethics Policy – *no changes recommended*

Policy #50 Customer Services Policy – still being worked on

### **Library Director's Report**

The fence along the edge of the parking lot is in bad repair; it is falling over and there are nails sticking out. Kate discussed this with DPW and it needs to be replaced. Funding will be needed

Volunteer appreciation event will be held the morning of April 12. Kate requested LIG/MEG funds not to exceed \$500 for this event.  
moved/seconded/approved

The Massachusetts Dept. of Public Health will be performing an air quality survey this spring

The Bruins pajama drive was a tremendous success; the goal was 300 pajamas and they collected 880

### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be April 16, 2025 fro 6-8 PM

The meeting was adjourned at 7:15 PM

### **LIST OF DOCUMENTS**

Minutes

Federal Funding Cuts

Agenda March 19, 2025.docx

Communications: Room Request

Town & BoLT Bylaws on the Meadows.docx

Communications: Meeting Room Request

Communications: Request to host donation box in lobby.pdf

Communications- library mural email

FY 26 Budget - Potential Reductions - Tiered Approach.xlsx

Stats: Programs\_2025-February.pdf

Stats: Meeting Room Use\_2025-February.pdf

Stats: Door Count February 2025.pdf

February 2025 Director's Report

Feb YTD - Library.pdf

Library Building Expenses Fy 2023 through FY2025 2025\_03\_12.pdf

Library Building Expenses FY23-25 email

Stats: WiFiBoardReport\_2025-February (1).pdf

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
APRIL 26, 2025**

**Call to order**

The meeting was called to order at 6:01 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Kate Capello, Cynthia Corbett, and Mike Durkay. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

The minutes were approved as written.

**Mail, Other Communications, and Requests to Use Library Facilities**

A public records request for approximately ten town department heads' performance reviews was denied. Since Kate's and Shawn's were done in open session they were supplied. Kate Capello and the town administrator responded to the request

Project Linus wanted to have a blanket donation box placed permanently at the library, not for one month, so they withdrew their request

**Monthly Liaison & Committee Reports**

**Seekonk Library Trust** (Mike Durkay): The Trust's 4/1 numbers are not yet available.. They have switched to GoDaddy for the website's domain name and website hosting but the switch from Libby is not yet complete. Music & Mocktails was last Thursday. The response to invitations was low but attendance was high and the teens were great.

**Friends of the Seekonk Library:** no report

**Seekonk Library volunteers:** appreciation event was well-attended and went well

**Old Business**

**Update on Strategic Planning:** invitations have been sent to 16 people, 7 are attending; more men are needed. There will be a Friday morning strategy session. A staff and trustee survey will be sent out. A question arose about using last year's community survey

**Update on the care and retention of Sharon St. Hilaire Fiber Art:** Kate spoke with a preservation framer who gave her a contact for cleaning. The total cost for preservation (cleaning, mounting frames, glass) would be \$4100+

**Consider using LIG/MEG funds to update the library website:** This discussion is postponed until a later date

### **New Business**

**Discuss presentation for May 12 Town meeting.** The intent of the May 12 presentation, prepared by the Building Subcommittee, is to keep it simple, focus on repair and minor reconfiguration. We want to rally support but not start an online debate. One approach would be to contact small groups around May 1 reminding them of the meeting and the Library article. Alyssa will see if the trust can output phone numbers from Donor Perfect. Kate will draft a letter for supporters and also contact Jeff Hoover

**Discussion of Department of Public Health Indoor Air Quality Inspection:** Some items on the list of problems have been corrected or are in-process by DPW, cleaning company, Griggs & Browne.

### **Policy Reviews**

Policy # 50 Customer Services Policy – *no changes recommended*

Policy #120 Gift & Naming Policy - *no changes recommended*

Policy #410 Library Trustees Award -*no changes recommended*

### **Library Director's Report**

The vacant position is being reposted

Seekonk High School class night is May 28 at 6:30. Kate Capello volunteered to present the award

Kate is preparing an updated emergency response manual. The Fire Chief has reviewed it and made some recommendations. Kate has followed up with the Police Chief

### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be May 21, 2025 at 6 PM

The meeting was adjourned at 7:05 PM

### **LIST OF DOCUMENTS**

St. Hilaire Fabric Art

Agenda April 16, 2025.docx

BoLT minutes 3-19-2025 .pdf

Communications: Public Records Request

Director's Report March 2025.docx

Mar YTD Report - Library.pdf

Policy # 120 Gift & Naming Policy- appr Dec 20 2023.docx

Policy #50 Customer Services Policy

Policy #410 Library Trustees Award

Seekonk Community Presentation - Town Meeting May 12 2025 DRAFT.pptx

Seekonk Library Emergency Response Plan - DRAFT Feb 2025.pdf

Stats: Door count March 2025 incomplete due to sensor issue.pdf

Stats: Programs\_2025-March.pdf

Stats: WiFiBoardReport\_2025-March.pdf

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
MAY 21, 2025**

**Call to Order**

The meeting was called to order at 6:02 PM by Chair Alyssa Richard, Trustees in attendance were Ann Caldwell, Sharon Connors, Kate Capello, Cynthia Corbett, and Fred Slemon. Also in attendance was director Kate Hibbert..

**Approval of Minutes**

The minutes were approved as amended

**Mail, Other Communications, and Requests to Use Library Facilities**

The following groups submitted requests to use the Meeting Room: Seekonk Scouts Troops 1 and 9; Girl Scouts of Southeastern New England Troop 402; Nonfiction Book Club. All requests were approved.

**Monthly Liaison and Committee Reports**

Seekonk Library Trust

Kate Hibbert reported on the Trust's finances. The website is complete. Nominations for the St. Hilaire award are due by the end of June. The group is still looking for new members.

Friends of the Seekonk Library

The Friends are trying to get new furniture. They are looking into an umbrella insurance policy. They may be covered by the town's liability policy. Since they don't make policy they can't be sued.

**Old Business**

Update on Strategic Planning

Michelle Eberle conducted the community survey and the results are in. The anonymous staff survey is underway and the Trustee survey is about to go out. Responses indicate that communication needs to improve. For instance, people mentioned wanting programs that the library already does.

Update on Care and Retention of Sharon St. Hilaire Fiber Art

Museum Textile Services knows how to clean these; Art Connection has information on donating art. Jim Tusino also has some of her pieces.

**New Business**

## Discussion of May 12 Town Meeting

Everyone was encouraged by the pro-library response at Town Meeting. Possible dates for the vote are: July 14, July 21, July 28. There were questions about whether there would be early voting or absentee ballots.

## Consider Approval of the RY25 Funding Request to the Friends of the Library

Moved, seconded, approved

## Policy Reviews

### Policy #320 Display Space & Sign Policy

No changes

### Policy #330 Policy on the Use of the Meeting Room

Additional rules were added: statement about maximum occupancy, removing a switch to presentation equipment; use of room during open hours; need to vacate room 15 minutes before closing; (this is tricky since staff has to manage it). Application could be streamlined. Perhaps town counsel should review it. It might be useful to keep the lengthy legalese and then have an executive summary as bullet points

Moved to accept policy as amended, seconded, approved

## Library Director's Report

The library was evacuated today due to the smell of natural gas. The Fire Department came and determined there was a pressure build-up at meter and natural gas was released. The valve did what it was supposed to do. Sharon will follow-up tomorrow

The Librarian I part-time position is being on-boarded but Kate didn't know exactly how far along Town Hall is in the process.

The door counter is now working

The Library is in the process of spending the \$10,000 Steve Howitt got for the library

Seekonk High School Class night is May 28

There is a staff suggestion box; 2 suggestions has been submitted

The library is working on credit card processing for printers

## Set Next Meeting Date & Vote to Adjourn

The next meeting will be June 18 at 6 PM

The meeting was adjourned at 6:49 PM

## **LIST OF DOCUMENTS**

Indoor Air Quality Assessment

St. Hilaire Fiber Art

Agenda May 21 2025.docx

Apr YTD - Library.pdf

BoLT minutes 4-16-25.pdf

Communications Meeting Room request signed\_Girl Scouts of Southeastern New England Troop 402.pdf

Communications: Meeting Room Request

Communications: Meeting Room Request

Communications: Meeting Room Request

Communications: Meeting Room Request

Director's Report - April 2025

FOL Funding Request Spreadsheet

FOL Funding Summary

Policy #320 Display-Space

Policy#330 Meeting Room Use

Staff Suggestion Card.pdf

Stats: Door Count April 2025.pdf

Stats: Programs\_2025-April.pdf

Stats: WiFiBoardReport\_2025-April.pdf

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
JUNE 18, 2025**

**Call to Order**

The meeting was called to order at 6:05 PM by Chair Alyssa Richard. Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Mike Durkay, Fred Slemon. Also in attendance were Director Kate Hibbert and Associate Director Sharon Clarke

**Approval of Minutes**

The minutes were approved as written

**Mail, Other Communications, and Requests to Use Library Facilities**

Melanie Quinn, an Eagle Scout candidate, presented her plans for a Rainbow Bridge, a place where pets go after they die. People would be able to come here to remember their pet and perhaps leave a memento. Melanie presented plans, photographs, and the group discussed location, publicity, and maintenance. DPW has approved the project and Melanie hopes to begin in mid to late July.

The Board moved to approve the project, seconded, approve

No one was present to represent Healthy Kids but Kate had spoken to someone from the group and recommended a police detail based on the number of participants they were expecting. The group may not be able to afford that for 5 weekends. The Trustees will approve the request if they have fewer than 150 participants.

**Monthly Liaison & Committee Reports**

**Seekonk Library Trust:** Kate reported that this was the Trust's annual meeting and the group was ready and willing to spend money. They discussed the Sharon St. Hilaire Award which will be presented in September. The Town is also spreading the word about the award. Their website is currently down but Michelle Gario will assist them with it. They are still looking for members

**Friends of the Seekonk Library:** Fred Slemon reported that the group needs adult books for their book sale. They discussed the 2026 book sale calendar as well as the two remaining sale dates in 2025. They will be putting some of their funds into a CD

**Old Business**

**Update on Strategic Planning:** Kate reported that they are in the final phase of collecting data. She will then take the data and merge it in order to find common themes. She reminded the trustees to complete the survey

**Update on care and retention of St. Hilaire fiber art;** Jim Tusino has 10-20 of her pieces with the same conservation issues. Alyssa will speak with Martha Manno;

**Review of proposed Meeting Room policy:** All agreed the policy was clearer and easier to review in its revised form

## **New Business**

**Discussion on upcoming Special Election on July 21:** The Town Clerk's office has prepared 3 documents relating to the election. One document mistakenly mentions "expansion" of the library. Mike will develop an FAQ document to be placed in the Reporter clarifying what "yes" and "no" mean, and explaining that this is not an expansion. Send any questions to Mike that will assist voters.

**Library Director Evaluation:** Kate Capello will be sending the evaluation form to each trustee shortly and wants it to be returned by July 2 in order to distribute it by July 13.

## **Policy Reviews**

Policy #10 Circulation Policy

Policy #14 Borrowing Rules

Policy #15 Library Cards for Temporary Residents

The above three policies had no changes in content. There were formatting changes.

Policy #11 Borrowing Rules: Items from the Commonwealth Catalog may be borrowed for 4 weeks but the SAILS system is set for them to circulate for 2 weeks;

Policy #12 Schedule of Fees and Fines: Replacements are accepted only with prior approval

Policy #13 Hotspot Lending Policy: On the 2nd page a section has been crossed out completely; there has been some abuse of hotspot borrowing; people hold on to the hotspots even after they've been shut off or non-Seekonk card holders request them over the phone

Move to accept policies as amended; seconded; passed

## **Director's Report**

The High Flying Dogs kicked off the summer reading program; 286 people attended

Although there were no programs in May there were 5600 patron visits, a drop-off of only 3%.

Sandie Gautier has resigned; Pammie Greggerson is retiring August 1. Ashley Gregory has been hired as well as Erin Drew from Bibliotemps

Envisionware has been installed. This will be used for credit card processing and was paid for with money from Steve Howitt

The shred event held in conjunction with the town's Recycling Committee was very successful

On August 6 the Seekonk Police will be holding its National Night Out. The library will have table there

July 21 is the special election

The East Providence Library is having an author event on July 11 and would like to hang a poster here. The author is Adriana Trigani. A poster is most welcome

### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be July 23, 2025, 6-8 PM  
The meeting was adjourned at 7:22 PM

### **LIST OF DOCUMENTS**

#### **Special Election**

Agenda June 18, 2025.docx  
BoLT Minutes 5-21-25.pdf  
CCBoardReport\_2025-May.pdf  
Communications: Eagle Scout Request  
Communications: Meadows Use request  
Director's Report -May 2025  
May YTD - Library.pdf  
Policy #10 Circulation  
Policy #11 Borrowing Rules.pdf  
Policy #12 Fees and Fines  
Policy #13 Hotspot Lending Policy  
Policy #14 Teacher Cards.docx  
Policy #15 Library Cards for Temporary Residents.docx  
Streamlined\_Meeting\_Room\_Policy\_XXX\_Library.docx  
WiFiBoardReport\_2025-May.pdf



**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
JULY 23, 2025**

**Call to Order**

The meeting was called to order at 6:07 PM by Chair Alyssa Richard. Trustees in attendance were Ann Caldwell, Kate Capello, Cynthia Corbett, Sharon Connors, and Fred Slemmon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

The minutes were approved as written.

**Mail, Other Communications, and Requests to Use Library Facilities**

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**Consider the request of children to hold a fundraiser on library grounds with all proceeds being donated to the Friends of the Library.** Three Seekonk youths were present to explain their idea for a fundraiser. They would be selling handmade bracelets, bookmarks, water bottle charms, etc., and the proceeds would go to the Friends of the Library. They do not yet have a date but would like to hold the sale outside when the library opens and set up near the bench with the library's canopy. If the weather is bad they could move inside. They will coordinate with Kate on the exact date.  
Motion to approve fundraiser, second, approve

There was a request to have a food truck in the parking lot. Kate presented the mobile food truck permit and asked how often this would be held. The group is not a non-profit, Kate has not yet received responses to her questions.

**Monthly Liaison and Committee Reports**

**Seekonk Library Trust:** Kate reported that the Trust met in June and Ed Galvin, the Trust's accountant, met with them. The trust spent what they made this year. The Trust's web page is currently on the Library's web page. They are still looking for new members. The Sharon St. Hilaire award will probably be awarded in September

**Friends of the Seekonk Library;** Fred presented a financial report. The next book sale will be August 2, 2025 and the next meeting will be September 24, 2025. Pat Libby and the Friends helped out on election day

**Old Business**

**Update on Strategic Planning:** Kate reported that the surveys and data are all done. She plans to put it all together in August

**Update on Care and Retention of St. Hilaire Fiber Art:** Alyssa will reach out to the Seekonk Artist Network

**Review of proposed streamlined Meeting Room Policy:** This is postponed until next month

**Library Director evaluation:** Kate Capello distributed the completed copy to Kate H. A motion was made to increase Kate's salary by 2.5%; seconded, approved

## **New Business**

**Consider closing Monday January 5, 2026 for a staff professional day:** Part of the day will feature Tim Goodwin, SFD, talking about first aid. This had been planned for last year but was cancelled. Kate will plan something for the second half of the day.  
Motion to accept, second, approve

**Consider approval of the FY25 Library Annual Report to the town:** Trustees praised the content and format of the report.  
Motion to accept; second; approve

**Consider approval of the FY26 ARIS report to the state.** Kate reported that every year the state tweaks something in the reporting. This year they are not counting database usage since every library owns different databases and counts them differently.  
Motion to accept, second, approve

**Consider Returning the Leonard Collection of Books to Leonard's Antiques.**  
The collection is on several shelves in Kate's office and deals mainly with furniture, wood and decorative arts. Ann spoke with two people at Leonard's and no one seems to know how it made it from the store to the library but Leonard's is interested in getting it back. As soon as it is deaccessioned Kate will contact Ann who will contact Leonard's.

**Review of Updated Emergency Response Manual:** The Police and Fire Chiefs have seen it and the library is waiting for a response from DPW. It was noted that there is not an exit from the Children's Room

**Discussion of July 21 Special Election:** The Town Manager is on vacation until August 4. Alyssa and Kate will meet with him after that to figure out next steps, e.g. does the project need to go out for bid from an OPM.

## **Policy Reviews**

**Policy #40** Patron Records

**Policy #140** Policy on the Disposal of Surplus Property

There are no changes on either policy

## **Library Director's Report**

Erin Drew is at the library through 7/31

The library is still working on the credit card payment system

August 5 is National Night Out. The library will be represented and Trustee volunteers are welcome. The theme will be Dogman (half dog, half man) and there will be giveaways. It's being held from 4-8 PM at the Public Safety Complex

## **Set Next Meeting Date and Vote to Adjourn**

The next meeting will be September 17, 2025, 6-8 PM

The meeting was adjourned at 7:12 PM

## **LIST OF DOCUMENTS**

Stats: WiFi June 2025

Stats: Programs June 2025

Policy #140 Disposal of Surplus Property.pdf

Policy #40 Patron Records.pdf

Mobile Food Permits (PDF).pdf

June YTD - Library (1).pdf

FY26 ARIS Report.pdf

FY 25 Annual Report.docx

Emergency Response Plan.pdf

Emergency Response Map.pdf

Director's Report -June 2025

Communications- Request to hold fundraiser.pdf

BoLT minutes June 2025.pdf

Agenda July 23 2025.docx

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
SEPTEMBER 15, 2025**

**Call to Order**

The meeting was called to order by Chair Alyssa Richard at 6:01 PM. Trustees in attendance were Ann Caldwell, Kate Capello, Cynthia Corbett, Sharon Connors, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of minutes**

The minutes were approved as written.

**Mail, Other Communications, and Requests to Use Library Facilities**

Kate reported that the Mass. Department of Children & Families from Brockton wanted to use the library on 10/1 to provide information on becoming a foster family

Kate also received a complaint about an item in Wowbrary: the cover of a CD by Sabrina Carpenter. The library has no control over that content. The user did not want to make a withdrawal request.

**Monthly Liaison and Committee Reports**

**Seekkonk Library Trust:** Alyssa reported for Mike Durkay that the Trust had received an anonymous \$500 gift.. They spent \$2500 on an annual subscription to Donor Perfect. The group is brainstorming ways to increase the current fundraising effort. It can't be completely tied to renovations since the project timing is still being finalized. Fundraising may start earlier–November at the latest. There has been one nomination for the Sharon St. Hilaire award. The award may be given later in the fall, perhaps at the November Town meeting. Two potential Trust members have been identified. There has been no change in the website ownership.

**Friends of the Seekkonk Library:** Fred reported that they haven't met since June

**Old Business**

**Update on care and retention of Sharon St. Hilaire Fabric Art:** Alyssa spoke to Martha Manno as well as Mary Jane Andrezzi (also a fiber artist); still looking for good home;

**Review of Policy #330: Meeting Room Use:** this is still with town counsel

**New Business**

**Consider approval of Draft FY26-FY29 Strategic Plan:**

Kate explained that she took the data and pulled out the main themes. In order to have a streamlined plan she chose 3-5 goals. The mission/vision statements will remain as is until after the renovation. The plan is due Oct. 1

Motion to approve, seconded, approved

**Discussion of Library Repair/Renovation Project**

Kate and Alyssa met with Shawn Cadime during the first week of September. He will write an ad for an OPM; and put together a building committee. Anyone interested in serving on the building committee should fill out a talent bank form. Someone from BoLT should serve on the committee. It would be good to have the parent of younger children. The timeline is based on the one Jeff Hoover supplied a while ago, or probably longer. There was a discussion of where to relocate. Light industrial space is the cheapest.

**Consider Approval of Food for Fines:**

Food donations will go to Doorways and will run for 2 months (Nov.-Dec)

Motion to approve, second, approved

**Consider approval of LIG/MEG funds for a Staff Well-Being Workshop on Staff Development Day**

The amount would not exceed \$400 for lunch

Motion to approve; seconded; approved

Staff workshop would feature Maria Holme giving a workshop on staff well-being and Tim Goodwin, Seekonk Fire Department will give a refresher on CPR and AED (not certification) The workshop will be January 5, 2026 and the amount will not exceed \$500.

Motion to approve; seconded; approved

**Consider approval of LIG/MEG funds for purchase of fleece jackets for new staff**

The amount would not exceed \$120

Motion to approve; seconded; approved

**Consider approval of LIG/MEG funds for purchase of staff t-shirts for visibility and team unity during renovations**

Staff will develop a slogan; The amount will not exceed \$300.

Motion to approve; seconded; approved

**Policy Reviews**

**Policy #20 Homebound Delivery Policy.**

Homebound delivery; Under “Service Overview” add a statement that the senior librarian manages and coordinates activities. motion to approve; second; approved  
Motion to approve; seconded; approved

### **Other Business**

Kathy Lussier asked Alyssa to speak on a panel at the Library Advocacy Book Camp sponsored by the MLA Legislative Committee. It will be held in Worcester October 7, 2025.

### **Director’s report**

Seekonk Public Library had the second highest circulation for July 2025. August 2025 circulation numbers were down from last year. There will be no capital requests due to the renovations. Attleboro will be closed in December 2025. Seekonk will serve as their pick-up site for holds.

The library will reinstate on-call substitutes. Kate and Sharon met with the union and Shawn Cadime. Union members right of first refusal. When a person calls in sick the on-call substitutes will have one hour to respond; for a planned vacation the response time will be one week. The pay will be the bottom rate. This is essentially a substitute list.

### **Set Next Meeting Date and Vote to Adjourn**

The next meeting will be Wednesday, October 15, 2025, 6-8 PM  
The meeting was adjourned at 7:04 PM

### **LIST OF DOCUMENTS**

Building Repair Project  
FY26 Financial Report  
Strategic Plan FY26-31  
Agenda 2025 September 17.docx  
BoLT minutes July 2025.pdf  
Financials Aug YTD  
Financials July YTD - Library.pdf  
Jul 25/Aug 25 Director’s Report .docx  
Policy #20 DRAFT revised Homebound Delivery policy  
SPL\_ LIBRARY STAFF\_ Check Out Your Stronger Wellbeing.docx  
Stats: Door Count August 2025  
Stats: Door Count July 2025  
Stats: Programs July & August 2025  
Stats: WiFi August 2025  
Stats: WiFi July 2025

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
OCTOBER 15, 2025**

**Call to Order**

The meeting was called to order by Vice-Chair Kate Capelo at 6:02 PM. Trustees in attendance were Ann Caldwell, Cynthia Corbett, Sharon Connors, Mike Durkay and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of minutes**

The minutes were approved as written.

**Mail, Other Communications, and Requests to Use Library Facilities**

- The Director approved a request for a video shoot (BOLT approval not required) that was completed on October 13.
- A request for the use of the meeting room for a parent/teacher review of an IEP was not approved by the Director. It was agreed that we did not want to set a precedent for this type of meeting as the potential exists for a significant number of such requests in the future had it been approved.

**Monthly Liaison and Committee Reports**

**Seekonk Library Trust:**

- Mike indicated that the Trust Treasurer reported a total cash & investment balance of \$760K.
- Necessary information to complete the annual tax return has been supplied to Ed Galvin much earlier than in the past. Tax return should be filed on time with no extension required.
- In the process of researching old records to determine what restrictions (if any) exist with the various funds that were created to hold family/entity donations during the past.
- Website-still radio silence with Libby; While the Trust now is capable of hosting the website, they may need to recreate its content.

- St. Hilaire award will be presented at the November 12<sup>th</sup> meeting of the BOS at Town Hall; BOLT attendance is requested.
- Fundraising letters will be issued in (hopefully) early November.
- New Trust members still be solicited with 2 potentials identified.

### **Friends of the Library:**

- A need for young children's books was identified for the next book sale set for November 1<sup>st</sup>.
- Annual fundraising effort stands at \$8K

### **Old Business**

- Mary Jane Andreozzi and Alyssa are discussing the options available for the St. Hilaire textile art in the library's possession.
- Proposed meeting room policy included a statement that allowed meetings that could be limited to a specific group of people if a fee was charged, which seems to run counter to existing library policy. There was also a concerned voice regarding the definition of political vs. civic activity. Both changes were tabled until further comments can be offered by counsel.

### **New Business**

- Building committee for library renovations was appointed by BOS at their meeting tonight (10/15). Applicants were received through the talent bank and vetted by the Town Administrator. Members include Alyssa Richard, Michelle Hines, Jack Vatcher, Jackie Proulx and Danielle Margarida.

### **Policy Review**

Policy #100: Meeting Room Use: No changes recommended or made.

### **Director's Report**

- Quiet month as nothing required by external sources.
- Fully staffed (but current employees have had family health issues leading to absences).

## **Director's Report (cont.)**

- Met with principal and asst principal of Hurley Middle School as library is an evacuation point; they wanted to see the facility and seemed happy with what was available if worst came to worst. Final plan still in process.

Next meeting set for Wednesday, November 19<sup>th</sup>.

Meeting adjourned at 6:53

### **LIST OF DOCUMENTS**

Agenda October 15 2025.docx

BoLT minutes Sept 2025.pdf

Polich: Meeting Room

KP-#008/108-v1-SEEK-\_DRAFT\_\_Seekok\_Library\_Meeting\_Room\_Polich.docx

Director's Report September 2025

Policy #100 Collection Development.pdf

Communications: Seekonk Meadows Use Request form-completed (1).pdf

Financials Sept YTD - Library (1).pdf

Stats: WiFi\_2025-September.pdf

Stats: Programs\_2025-September.pdf

Stats: October 2025 Door Count.pdf

## **BOARD OF LIBRARY TRUSTEES'**

### **MEETING MINUTES**

**NOVEMBER 18, 2025**

#### **Call to Order**

The meeting was called to order by chair Alyssa Richard at 6:03 PM. Trustees in attendance were Ann Caldwell, Kate Capello, Sharon Connors, Mike Durkay, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

#### **Approval of Minutes**

Minutes will be approved at the next meeting

#### **Mail, Other Communications, and Requests for Use of Library Facilities**

There was a request to use the conference room at the end of April. Since the status of the renovation is unknown and no Seekonk residents were involved in the request, it will be denied.

#### **Monthly Liaison and Committee Reports**

**Friends of the Seekonk Library:** Fred Slemon reported that there was not a quorum so the group adjourned

**Seekonk Library Trust:** Kate Hibbert reported that the group is still looking for additional members. They finalized their appeal letter and it has been distributed.

#### **Old Business**

**Update on care and retention of Sharon St. Hilaire Fabric Art:** There is no update

**Review of Policy #330: Meeting Room Use:** The Trustees' folder contained a response from town counsel as well as policies from Acton, Andover and Boston. The question of whether or not the "meet the candidates" event is a political or civic activity was discussed. The group decided to add No. 10 from Andover's policy:

*Use of meeting rooms for political activity as defined by State Ethics and Campaign Finance laws, including but not limited to campaign fundraising or signature campaigns is prohibited. Meeting rooms may be used for political debates in the interests of civic discourse or voter education at the Library's sole discretion.*

We will ask counsel to review it one more time.

**Discussion of Library Repair/Renovation Project::** Alyssa reported that the Library Building Committee had met for the first time. Michelle Hines is the chair. The discussion centered on temporary quarters for the collection. They visited Old Town Hall along with the building inspector and town manager. The building is small and could only hold a portion of the services/collection/staff. Sean Cadime will put out a request for a bid for commercial space. The next step is to hire and Owner's Project Manager.

## **New Business**

### **Consider Approval of the FY 27 Action Plan**

The action plan is based on the Strategic Plan. There was no staff feedback.

Motion to approve, seconded, approved

### **Consider Approval of FY 27 Budget**

Kate presented the budget draft; these numbers are needed to see that the library is meeting the MAR (Municipal Appropriation Requirement) and MER (Materials Expenditure Requirement). Since the union contract expires in June 2026 the salary increases aren't yet known so parts of the budget are unknown. Sean will reach out to the union to begin the process.

Motion to approve the budget; seconded, approved

## **Policy Reviews**

#210 Internet Use & Safety: Change Mission Statement

#220 Social Networking Policy: Change Mission Statement

#230 Web Links Policy: No changes

Motion to approve, seconded, approved

## **Director's report**

Kate received two requests to set up tables inside the library. One was from a for-profit group and was denied.

The second was from Homeworks Energy, a Mass Save partner. Their request was accepted.

Carol Ezovski is resigning/retiring. Interviews are set up for her replacement  
The on-call circulation list has begun

The library is beginning to feel the impact of Baker & Taylor going out of business.

The library got its first state aid check

### **Set Next Meeting Date and Vote to Adjourn**

The next meeting will be December 17, 2025, 6-87 PM

The meeting was adjourned at 6:56 PM

### **LIST OF DOCUMENTS**

Meeting Room Policy

Financials Oct YTD

Statistics: Programs October 2025

Statistics: Door Count Oct 2025

Statistics: WiFi October 2025

Initial FY26 State Aid award

Policy #230 Web Links

Policy #220 Social Networking

Policy #210 Internet Use & Safety

Agenda November 19 2025.docx

Communications: Meeting Room Request

State Aid award\_list\_nov (1).pdf

Director's Report -October 2025

FY27 Action Plan - approved by the Board of Library Trustees 11/19/25.xlsx

FY 27 Budget Draft for BOLT.xlsx

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES  
DECEMBER 17, 2025**

**Call to Order**

The meeting was called to order at 6:00 PM by Chair Alyssa Richard. Trustees in attendance were Kate Capello, Cynthia Corbett, Sharon Connors, Michael Durkay, and Fred Slemon. Also in attendance were director Kate Hibbert and associate director Sharon Clarke.

**Approval of Minutes**

October minutes were approved as amended  
November minutes were approved as amended

**Monthly Liaison and Committee Reports**

**Seekonk Library Trust:** Michael Durkay gave a report on the Library Trust  
**Friends of the Library;** Fred Slemon reported on the Friends' financial situation

**Old Business**

**Update on Care and Retention of Sharon St. Hilaire Fiber Art**

No update

**Review of Policy #330: Meeting Room Use:** Tabled to January

**Consider approval of amended FY27 budget:** 2027 budget now includes the anticipated 2% CBA settlement plus \$20K ore in order to meet MAR. Old total was 1,217,507; new total is 1,234,799.

**Discussion of Library Repair/Renovation Project:** The committee held its second meeting. The RFQ was posted on 12/18 for an OIPM but it cannot be awarded until March 1. Fred has been looking at possible temporary

locations

but nothing is firm at this point. The Committee is interested in Old Town Hall, with possible future use as a communication center.

### **New Business**

Discussion of the search for a new Director: Kate Capello and Sharon Connors are working with Town Hall (Shawn and Carol) on the hiring process. The committee will consist of Sharon and Kate, one member of the Trust, one member of the Friends, Kathy Lussier, and Sharon Clarke. The Job Description is in the drive and comments should be sent to Sharon Connors within 12 hours. Carol hopes to post it by 11/18.

### **Library Director's Report**

Since the Attleboro Library is closed, their users are using the Seekonik Library and it's affecting door counts.

### **Set Next Meeting Date & Vote to Adjourn**

The next meeting will be 1/21/26 at 6 PM  
The meeting was adjourned at 7:15

### **LIST OF DOCUMENTS**

Agenda December 17, 2025.docx  
Director's Report-November 2025  
DRAFT BOLT minutes for 10-15-25 meeting.docx  
DRAFT BOLT minutes Nov. 18 2025.pdf  
FY 27 Budget approved 11/19/25  
Library Director Job Description 2025 DRAFT.docx  
Library Director Job Posting DRAFT (1).docx  
Nov YTD - Library (1).pdf  
Retirement letter  
Stats: Door Count Comp Nov 24 to Nov 25 one week APL closure.pdf  
Stats: Door Count Comp Nov 24 to Nov 25.pdf

Stats: Door Count Nov 2025.pdf

Stats: Programs\_2025-November.pdf

Stats:WiFi\_2025-November.pdf