

Diane Giarrusso, Library Director

**BOARD OF LIBRARY TRUSTEES
MINUTES**

**Town Clerk
Tewksbury, MA**

2/17/2026, 7:48:33 AM

Meeting Date: January 13, 2026

Time: 7:00 P.M.

Location: Tewksbury Public Library Trustees' Room

Members Present: Julie Naughton, Christopher Castiglione, Jonah McCreary, Jessica Rauseo, Cathy Dwyer, and Bonnie Page

Also Present: Jeannine Briley, Nicole Goolishian, and Mary Ann Taylor

Members Absent: Diane Giarrusso

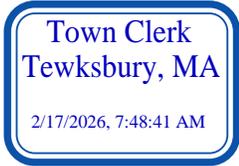
Chair Christopher Castiglione called the meeting to order at 7:05 P.M.

Minutes: Bonnie Page moved to approve the minutes of the December 9, 2025 meeting. Cathy Dwyer seconded and the motion was approved by the members present. Christopher Castiglione abstained as he was not present at the December 9th meeting.

Assistant Director's Comments:

- HVAC work was performed during the month of December as low temperatures impacted equipment.
- The Parks Department is helping with plowing and salting the parking lots and walkways in addition to the work Facilities Manager Joseph Fiumara does throughout the season to keep pathways safe.
- We had a lot of success during our season of giving throughout the month of December with The State Hospital Giving Tree, The Democratic Town Committee's annual Toiletry Drive benefiting the Glenice Sheehan Recovery Home for Women, and the Community Pantry's Food Drive.
- Administrative staff are working on developing procedures for a new internal panic button software that will be utilized during emergency situations.
- A new version of the annual adult reading challenge called "Let's Read! 2026" is now available on Beanstack and through paper logs for readers ages 18 and up.

Report of the Monthly Meeting of the Friends of the Library: Cathy Dwyer and Mary Ann Taylor



- December was a good month for donations.
- Approximately \$13,000.00 was donated in 2025.
- January is the annual Friends of the Library Membership Drive.
- Plans for quarterly dine-out fundraisers at local restaurants are in the works and the Friends are looking for new ideas of places to work with.
- Friends President, Mary Ann Taylor, stated that the total donations received are down for 2025 versus donations received in 2024.
- Plans are in the works for the annual “Breakfast for Dinner” fundraiser at Vic’s Waffle House.
- Emails were sent out for the January Membership Drive and in February they will send out emails to Lifetime members.
- Cathy Dwyer asked if the Tewksbury/Wilmington Elks charged the Friends to use the space for the Improv Night Fundraiser in November; Mary Ann reported that the Elks did not charge the Friends to use the space as they are a nonprofit.

Policies to be approved:

Collection Development Policy

- A motion was made by Bonnie Page, seconded by Jessica Rauseo to approve the Collection Development Policy. The motion was passed by unanimous vote.

Library Created Displays Policy

- A motion was made by Cathy Dwyer, seconded by Bonnie Page to approve the Library Created Displays Policy. The motion was passed by unanimous vote.

Meeting Room Use Policy

- A motion was made by Bonnie Page, seconded by Julie Naughton to approve the Meeting Room Use Policy. The motion was passed by unanimous vote.

Social Media Policy

- A motion was made by Jessica Rauseo, seconded by Cathy Dwyer to approve the Social Media Policy. The motion was passed by unanimous vote.

Policies to be Reviewed:

Exhibits Policy

- There are a couple of changes with the newest update being in red on the tracked copy which details that exhibit spaces cannot be used for private business or nonprofit fundraising purposes.

Exterior Sign Board Policy

- There are no changes as this policy is a relatively new policy.

Food & Drink Policy

- A few clarifying points and some grammatical changes.

The Assistant Director stated that if there were any questions regarding the policies to be reviewed, to please reach out to the Director via phone or email.

Regarding the Exterior Sign Board Policy draft, Jonah McCreary suggested adding a line to the policy informing library users that the website is the best place for up-to-date information on events and services at the library. For example, if an event were canceled, the sign board may not be updated as quickly as the website with this information.

Trustee Comments:

- Cathy Dwyer was thrilled with the Toiletries Drive donations and shared that it will continue through Saturday January 31st this year. Cathy thanked library staff for hosting the drive front and center by the entryway.
- Jonah McCreary asked if all BLT members are rerunning for their Board seats this year. Applicable members replied in the affirmative.
- Bonnie Page asked about the state's recent conflict of interest training email and fellow Board members responded that she needs to complete the acknowledgement receipt versus the full training this year.
- Julie Naughton donated two copies of a new picture book written by a local Tewksbury elementary school student. The books will be added to the library's local author and children's collections.

Resident Comments:

- Discussing the Friends of the Library, Mary Ann Taylor clarified that the Friends fund a great deal of programming at the library and often expend more funds than they receive in donations on an annual basis.
- Bonnie Page will attend the February 4th Friends of the Library meeting on Zoom.

Notice of Future Meetings:

February 10, 2025 at 7:00 P.M.

March 10, 2025 at 7:00 P.M.

Adjourn: Bonnie Page moved, and Julie Naughton seconded, to adjourn the meeting at 7:36 P.M.

Respectfully submitted,

Approved BLT Minutes from 1/13/26 by the Trustees on 2/10/26.

Attachments & Handouts:

BLT Agenda for 1/13/26, BLT Minutes from 12/9/25, Director's Report 1/13/26, January calendars for Adult, Children's and Teen. Library Created Displays, Use of Library Meeting Rooms, Social Media Policy, Collection Development Policy, Food and Beverages in the Library, Exterior Sign board, and Exhibits.