

**Diane Giarrusso, Library Director**

**BOARD OF LIBRARY TRUSTEES  
MINUTES**

**Town Clerk  
Tewksbury, MA**

3/13/2026, 10:04:33 AM

**Meeting Date:** February 10, 2025

**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:** Diane Giarrusso, Jeannine Briley, and Nicole Goolishian

**Members Absent:**

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

**Minutes:** Bonnie Page moved to approve the minutes of the January 13, 2025 meeting. Julie Naughton seconded and the motion was approved by the members present as amended.

The Director noted that the Annual Report was sent in and added to Trustee packets. She also thanked the Assistant Director for the beautiful infographic.

**Policies to be approved:**

Exhibits Policy

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

Exterior Sign Board Policy

The Director wanted to point out that the suggestion Jonah McCreary made about always check the website first for the up to date programming was added to the policy.

- A motion was made by Bonnie Page, seconded by Cathy Dwyer to approve Exterior Sign Board Policy. The motion was passed by unanimous vote.

Food and Beverage Policy

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

**Policies to be Reviewed:**

Library Programs Policy

- This policy hasn't changed that much. The Director noted that some sections were tightened up including where the library announces programs, and that programs are planned for all age groups. Christopher Castiglione asked if there is a difference between a program and an event? The Director responded that they are used interchangeably. Bonnie Page asked about people being late? The Director said that is for the patrons that registered for the program and arrive late. Their spot will be given to a waiting patron.

Behavior Policy

- This policy was a rearrangement of the content. More clarification was added to unattended children and vulnerable individual's section. Jonah McCreary suggested adding the Social Media Policy to line H in the Inappropriate behavior section. Jonah also asked if there is difference to notice of trespass and expulsion? The Director responded that expulsion is a verbal notice to leave the library, notice of trespass is a more formal document issued by the Library Director. Jonah suggested to reword this to include repeat offenders. Bonnie Page asked if the staff has ongoing issues with patrons and if staff walks around. The Director responded that staff notifies each other at shift changes if they've had an issue to look out for, including if they've already given a patron a warning. The staff does pay attention to patrons by looking around, walking around their areas, and being aware of their surroundings.

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

**Director's Comments:**

- On our January snow closure both furnaces failed. It was noticed quickly and acted upon.
- The building alarm sometimes malfunctions, and we will have it looked at.
- We have a new library page. Mr. Bryan Doherty started in late January.
- The Children's Department has been very busy. They had a successful school night with the Dewing School. Also, they are partnering with Bruins to do a Pajama drive.
- The tiny art show is back and starts on February 9<sup>th</sup>.
- We are hosting trainings and educational programs for the community and staff members with PFLAG.

**Report of the Monthly Meeting of the Friends of the Library:** Chris Castiglione and Bonnie Page

- The treasurer's report was not ready.
- Nancy has stepped down as Friends' secretary.
- To avoid conflict with annual town meeting, May 13<sup>th</sup> is the date of the Friends May meeting.
- Book drive will be held February 21 from 9:00 to 12:30.
- January is the annual Friends of the Library Membership Drive.
- The Winter Community Market was successful from an income and outreach standpoint.
- The Friends have been sending emails to lifetime members and promoting Love Your Library Month on social media requesting donations.
- The Breakfast for Dinner fundraiser is on March 30<sup>th</sup> at Vic's Waffle House.
- Further plans will be announced as they are finalized.

**Trustee Comments:**

- Jessica Rauseo asked what the Book Drive parameters are? The Director said they will accept books for all ages in good condition, but not magazines or encyclopedias.

**Resident Comments:**

- None.

**Notice of Future Meetings:**

March 10, 2026 at 7:00 P.M.

April 14, 2026 at 7:00 P.M.

March 4<sup>th</sup> for the Friends and Chris Castiglione will attend.

**Adjourn:** Cathy Dwyer moved, and Bonnie Page seconded, to adjourn the meeting at 7:54 P.M.

Respectfully submitted,

Approved BLT Minutes of 2/10/2026 by the Board of Library Trustees on 3/10/26.

**Attachments & Handouts:**

BLT Agenda for 2/10/26, BLT Minutes from 1/13/26, Director's Report 2/10/26, February calendars for Adult, Children's and Teen. Tewksbury Public Library Board of Library Trustees' Annual Report. Library Programs, Behavior Policy, Food and Beverages in the Library, Exterior Sign board, and Exhibits Policies.