

Minutes of the Trustees of the Millis Public Library (the "Library") August 14, 2019

Meeting called to order at 7:07

In attendance were Wendy Barry, Chairperson, Jennifer Farrar, Trustee and Kim Tolson, Library Director.

Budget:

Ms. Tolson reviewed the Director's Report. She gave an overview of the budget over the last year. She highlighted that the Library was over budget on repairs due to being underfunded on maintenance. Ms. Barry commented that a maintenance budget was requested but rejected to by the Town of Millis (the "Town"). Ms. Barry further noted that the Trustees have requested to be included in the Town's facilities audit going forward.

Ms. Tolson discussed that the budget for supplies and expenses in the last fiscal year was under budget by \$4,000 due to the moving of printer ink to another line item (\$1,500). Other items in this category were deferred to the subsequent year to utilize the funds for building repairs, Ms. Tolson noted this included a staff training. Ms. Barry discussed her hesitance to defer staff education in the future. She would like it brought to the Trustees attention if funds are short.

M. Tolson said the Library is light on on-call staff and she had to use current staff to fill in shifts which is more costly. Consequently she reported we went over budget on compensation by about \$12,000. Ms. Barry said in the future we should strive to be fully staffed to avoid this occurrence.

Ms. Tolson concluded that the Library was under budget by approximately \$12,000 which was paid back to the town, noting that funds could not be transferred between wages and operations. She commented that the subsequent budget should take this into account, as well the maintenance history and age of equipment.

Ms. Barry reported that the Town failed to timely notify the Library that a Technology Coordinator was approved. To rectify the situation, the Technology Coordinator was hired retroactively. This created a disparity between the total Library municipal budget and Library materials (which must be at a certain ratio to maintain accreditation). Ms. Tolson undertook to correct the error this situation created in the budget going forward, now that we have a commitment from the Town to fund the Technology position.

Ms. Barry called for a vote to transfer \$1,000 from Library supply line item and \$250 from maintenance supply line item to the overall Library materials section of the budget, the specific line to be determined by the Director. Ms. Farrar seconded the motion. The motion passed unanimously.

Grants:

Ms. Tolson announced that the Library won a grant from the Mass Board of Library Commissioners for \$7,500 for health and wellness programming targeting senior citizens. Ms. Tolson said that the grant writer was funded by the Friends of the Millis Public Library. She said that the grant is year-long and that the Millis Health Department and COA wrote letters of support for the grant.

Circulation:

Ms. Tolson discussed that the circulation of physical items has increased, contrary to current library trends in the U.S. She also said visits have increased. She said Hoopla and Overdrive use has increased overall. A Technology Fair was discussed for a future date. Ms. Barry noted in-house technology resources is trending down due to age of the operating system and technology hardware available to patrons.

Personnel:

Ms. Tolson gave an update on illnesses and absences of staff. Ms. Tolson discussed the Technology Coordinator position's function and goals. A discussion ensued regarding the circulation of the on-call staff advertisement. The Trustees discussed a need for an archivist.

Facilities:

Ms. Tolson discussed recent water heater repairs, coming out of this year's budget.

Programming:

Ms. Tolson gave a report on the Pizza and Books summer initiative. She also discussed Book Buddies, Jack the Lego Guy, Portrait in Jazz, and Barn Babies as successful programs. She said that a high flying dog program is upcoming. She discussed fall programming.

Strategic plan update.

In progress.

Friends of the Library Fall Booksale update.

Ms. Tolson gave an update on Friends upcoming fundraisers and activities.

There being no further business, the meeting concluded at 9pm.

A True Record

Jennifer White Farrar