

## **MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Jan 11<sup>th</sup>, 2021 –**

### **Meeting Minutes**

The Trustees of the Millis Public Library met virtually on Jan 11<sup>th</sup>, 2020. Present were Trustee Chair Wendy Barry, Trustee Jennifer Farrar, Trustee Laura Satta and Director Kim Tolson. The meeting was called to order at 7:03pm PM by Ms. Barry.

**APPROVAL OF MINUTES** – Meeting minutes from December meeting were approved.

### **DIRECTOR'S REPORT -**

#### **Budget:**

Ms. Tolson reported Kim B. has moved unused funds due to Covid closures into technology expenditures.

Ms. Tolson has shared initial FY22 Budget goals and requests for review. – Draft is due to be submitted to Town Administration/Finance on Friday, 1/15. Presentations to the Select Board will be February 8<sup>th</sup>.

Ms. Tolson is seeking guidance on how to request funding in the annual budget to extend library hours Thursdays until 8 pm in response to demand by library patrons and in accordance with the library's strategic plan.

#### **Programs and Services Highlights:**

Ms. Tolson reports the Decoding the News virtual meeting was well-received by 12 attendees.

Rachel and Esther had a lively discussion with 7 attendees of Tea Time with Rachel and Esther.

Other regular programming is steady.

On Jan. 26<sup>th</sup>, Ted Reinstein will present “No Mask, No Gas Required: New England Road Trips”

The Millis Reads committee has finalized programming and chosen *The Little Book of Hygge* by Meik Wiking. Ms. Farrar suggested adding a large banner outside the library facing oncoming traffic to advertise the program. Ms. Tolson reports the committee is exploring virtual family game nights and other interactive programs to support the Millis Reads initiative.

**Curbside Pickup** Ms Tolson reports curbside pickup is popular and keeping the library staff very busy. In December, we had 578 appointments, an average of 25 per day.

Ms. Barry suggest staff go ahead and research and purchase the way-finding signage that the library has long needed.

**Facilities** Paul Sims fixed the outdoor heating units that appeared to have temporarily stopped working, citing the building next door blowing snow into them as a potential cause.

Mr. Sims also installed solar-powered motion sensor lights in the courtyard.

Ms. Farrar noted the doors enclosing the library dumpsters are in disrepair. Ms Tolson will look into repairs.

**Old Business:**

Ms. Satta requested we check status of museum passes, in particular the Tower Hill Botanic Garden as the organization has developed a lot of outdoor programming and exhibits during the Covid period.

**New Business:**

Ms. Barry recommended we create a 2021 calendar that includes major initiatives and closures for internal purposes. Also would like a master calendar for the public. Suggested at end of year we look ahead and address closure dates for the entire year ahead.

**NEXT TRUSTEE MEETING** : Monday February 8th, 2021.

Meeting adjourned 7:59 pm.

A True Record \_\_\_\_\_

/S/ Laura Satta