

MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Feb15th, 2021 –

Meeting Minutes The Trustees of the Millis Public Library met virtually on Feb 15th, 2020. Present were 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 January meeting were approved.

DIRECTOR'S REPORT -

Budget: Ms. Tolson reports we're on track for spending for the year. Presentation of the FY22 Budget to the Select Board on 2/10 went well. The Board would like the library to prepare requests for expanding library hours. Ms. Tolson is preparing proposals for three separate options: extended Thursday evening hours, opening on Saturdays during the summer and extending Friday evening hours. Trustees are providing review support before Ms. Tolson submits to the Select Board for consideration.

Programs and Services Highlights:

Ms. Tolson reports author and WCVB Chronicle reporter Ted Reinstein presented to 30 people and that it was our most well-attended virtual adult program to date.

The Memory Café has reportedly had diminishing attendance in Covid time and Ms. Tolson has heard feedback that the virtual environment is difficult for those with memory loss. Ms. Tolson has decided to suspend the program until attendees are able to meet again in person. In the interim, interested participants will be referred to ongoing Hopkinton public library programs supporting those with memory loss.

Millis Reads has begun and there is great early interest and participation all around in the virtual programming. Fifteen patrons participated in Project Cozy.

Outside of Millis Reads, Ms. Applebaum's Short Story Book Club has had consistent attendance of up to 10 people per weekly session.

Curbside Pickup:

Curbside pickup has been consistently busy and Ms. Tolson shared a photo of close to 50 bags that were set aside for pickup on Feb 4th, as an example.

Facilities:

Mr. Paul Sims is going to repair the dumpster doors.

Ms. Tolson has engaged Mr. Sims, Mr. Weiss and a lighting specialist from Bulbs.com in Worcester to consult and put together a plan to repair and improve both interior and exterior lights, including the pillar lights in the courtyard. LED lighting replacement is under consideration. The group are testing samples. To fund the replacement, they are looking into prospective grants to cover the cost as well as a previously submitted capital campaign request.

Ms. Tolson reports that a recent storm caused damage to the exterior HVAC units causing building heating problems. She is currently getting an estimate from Commercial Boiler and also had an insurance adjuster inspect the damage in case the cost of repair is worth submitting an insurance claim.

Personnel:

Both Donna and Esther attended the ALA virtual midwinter conference.

Old Business:

Ms. Barry reminded Ms. Tolson to follow up with the Town Manager about doing a facilities assessment for town capital campaign planning committee.

New Business:

Ms. Barry is preparing an appeal letter to the state asking that library staff be included in the next round of those eligible for Covid vaccinations.

Ms. Barry asked Ms. Tolson to prepare goals for the year.

Ms. Barry asked Ms. Tolson to come up with a plan for return to in office work fulltime.

Covid reopening plan:

Ms. Satta noted the town is back in the Covid yellow zone. Ms. Tolson is watching the numbers and trends and will consider whether the library can re-open for browsing and technology appointments again once it's deemed safe in accordance with the town plans.

NEXT TRUSTEE MEETING : Monday March 8th, 2021.

Meeting adjourned 8:06 pm.

A True Record _____

/S/ Laura Satta