

MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING March 8th, 2021

Meeting Minutes The Trustees of the Millis Public Library met virtually on March 8th, 2021. Present were Chair Wendy Barry, Trustee Jennifer Farrar, Trustee Laura Satta and Library Director Kim Tolson. The meeting was called to order at 7:03 pm by Ms. Barry.

APPROVAL OF MINUTES – Meeting minutes from the February meeting will be reviewed and approved at the April meeting.

DIRECTOR'S REPORT

Budget:

Ms. Tolson reports we are about 66% of the way through the year and spending is down in the current Covid environment. Our library page's hours are down due to personal reasons. Ms. Tolson will be looking into calling in on-call staff to fill in gaps in the schedule.

Ms. Barry suggested we re-allocate underutilized budget line items due to Covid impact to building maintenance. Among the suggestions are to get a plumber to come and assess the building outlet pipe to clear any debris. Discussion ensued about assessing library gardens maintenance needs and how to fund them in the future.

FY22 Budget – Our budget presentation to the Finance Committee will be taking place Wednesday March 17th. Exact timing to be determined.

Programs and Services Highlights:

Ms. Tolson reported on the great interest in the Millis Reads program this year. People have been very engaged in the programming surrounding "The Little Book of Hygge."

On Tuesday February 16th, 22 patrons attended Family Trivia Night hosted by the Trivia Brothers. Ms. Silverman has successfully sought funding from the Friends to hold two more trivia nights in the coming months. One is based on the musical, Hamilton, scheduled for April 21st at 7pm. Harry Potter Trivia will be held May 14th at 7pm

50 patrons picked up a Winter luminary kit craft on 2/17 and 22 attended PJ Storytime on Mon. 2/22.

On Wednesday February 24th, 39 people picked up a soy wax candle kit and a handful of people participated in the Hygge chat.

On Thursday, 2/25 – 11 people attended the Life is Sublime virtual chat on using natural household items to make a facial scrub.

Other programming notes:

Ms. Tolson reported that the virtual Creative Dance program has had a steady count of 45-46 children participating in the weekly program. That's more than the library has hosted in person.

Ten patrons virtually attended Tea Time with Rachel and Esther on Thursday February 18th and that count has held steady since the program began.

Upcoming Programs

More "Little Book of Hygge" discussions are scheduled for March 17th and the 24th.

Historian Anthony Sammarco is in discussion to host a virtual program on April 6th. Sammarco's program would apply to Millis Reads as he plans to talk about the history of the famous Jordan Marsh blueberry muffin. The Millis Reads committee has been looking for a "hyggelig" baking themed program. Staff are discussing ways to make the program interactive.

Through Millis Cultural Council grants, Elijah T. Grasshopper will perform a Virtual Kids Concert on Friday April 23rd at 10:30 am and Jungle Jim will engage patrons in Summer kickoff program.

Other Programs/Services:

Project Smile: Millis Recreation Director Kris Fogarty provided more details about Project Smile. She is reportedly open to exploring other options on which to paint the mural photo backdrop, such as on a portable canvas and is asking if the library will consider sponsorship. Trustees agree that we would like to sponsor a portable canvas. Ms. Barry made a motion to sponsor the canvas up to \$500. Ms. Farrar seconded. All Trustees approved.

Ms. Tolson noted the library is offering Notary services again. Patrons will be able to access this service during the Computer Use appointment times that staffer Rebecca Applebaum is working.

Facilities:

Ms. Tolson reports she is still in the process of determining LED compatibility with light fixtures in the Library building as she is awaiting some samples to test.

The town filed an insurance claim for the damage to the outdoor HVAC units and those repairs will be starting as soon as the parts come in. Solect is going to install a snow guard on that side of the building to prevent this issue from recurring.

Ms. Tolson will reach out to library director list to seek recommendations for an outfit to do a facility audit as the town reports it has no plans to conduct one on town buildings anytime soon. The purpose of the audit would be to identify any short and long-term capital improvement needs.

Our plumber has ordered parts needed to repair toilets.

Bob Weiss is working on a grant to get an electric vehicle charging station installed at the Library.

Technology:

Ms. Tolson has ordered two replacements for our oldest staff PCs. She is working now on updating the technology plan and doing an inventory of the old PCs/equipment currently stored in the building. Ms. Tolson received guidance from the town on how to dispose of the old equipment.

Old Business:

Ms. Barry reminded Ms. Tolson she had suggested library electrical control panel replacement earlier this year as a potential wish list item for consideration under the town's capital improvement budget.

Ms. Tolson has on her radar to follow up on ordering way signage for the library.

The curio in the local history room is in the process of being repaired by Ms. Emma Barry. Ms. Barry has filled and sanded the curio and is waiting for the weather to improve to finish repairing. Finish work needs to be done before the glass is replaced and new locks are installed. It will be used to display Millis town artifacts.

The antiquarian map of Millis is at the refinishers. Then it will be framed and hung in the local history room.

Personnel:

Ms. Tolson reported she will be back in the building two full days beginning March 15th. In May, Ms. Tolson plans to be working fully in the building Monday through Friday.

Discussion ensued about potential work goals for Ms. Tolson in the coming year. Ms. Barry suggested conducting a staff skills gap analysis to identify training programs for staff. She also suggested some leadership workshops for Ms. Tolson via the Library Leadership and Management Association around management skills, billing and evidence-based decision making.

Ms. Farrar suggested also that the Foundation for Metro West is a great resource of information on running a non-profit and other topics that may apply to the library.

Ms. Tolson would like to develop a programming survey to send out to the community to get input on programs and services to meet them where they are in the current year. Discussion about how to conduct the survey and making it available in printed form in public places outside the library around town.

Ms. Tolson says she's been looking into starting to offer outdoor programming and logistically how that would look in terms of spacing and safety planning.

Ms. Satta asked that Ms. Tolson piggyback on the success of the virtual programming around Millis Reads and see about broadening the scope of virtual engagement with the community. Increasing social media interactive posts was also discussed.

Ms. Satta additionally mentioned Ms. Tolson's pre-Covid discussions about reconfiguring the young adult room and addressing service needs for this population and requested that be considered a priority in the coming year. Discussion ensued about whether that's more of a strategic library goal or how to focus or narrow it in terms of a Director or staffing plan.

Trustees and Director also discussed again the idea of creating an annual library open/closures calendar to publish.

Ms. Tolson plans to prepare a written draft of goals to send to Trustees so that we can provide feedback and then at the next meeting, Trustees and Director can discuss and set into motion.

New Business:

During the conversation about Library Director goals for the year, Trustees and Director discussed consideration for looking into some project management software system to help the Director track actions generated during Trustee and other meeting discussions.

Ms. Satta reported attending the most recent Friends meeting where members discussed the upcoming virtual author event in May. Friends discussed creating an online donation and online membership button on the Friends of the MPL web page. They will need staff to help integrate it into the website. Friends discussed the need for new members with a particular skill in social media marketing and outreach. The Friends are considering plans to hold a curbside book sale of some sort potentially in the Spring and for now will likely hold off on hosting a traditional book sale until the Fall.

Covid reopening plan:

The library reopened to browsing and computer use appointments on February 23rd. Through Thursday, March 4, Ms. Tolson reports we have had a total of 16 computer use appointments and 87 browsing appointments. Ms. Tolson made the decisions to shorten computer use appointments to one hour out of concern for staff safety during Covid, in keeping with what other area libraries are offering and the amount of time patrons typically stay. She suggested the staff also adjusted browsing appointment times based on patron feedback and use. Ms. Barry requested further data to support the computer use appointment changes.

NEXT TRUSTEE MEETING: Monday April 12th, 2021. Meeting adjourned 8:56 pm.

A True Record _____

/S/ Laura Satta