

## **MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING April 12th, 2021**

**Meeting Minutes** The Trustees of the Millis Public Library met virtually on April 12th, 2021. Present were Chair Wendy Barry, Trustee Laura Satta, Trustee Jennifer Farrar and Library Director Kim Tolson. The meeting was called to order at 7:05 pm by Ms. Barry.

**APPROVAL OF MINUTES** – Meeting minutes approved.

### **DIRECTOR'S REPORT**

#### **Budget:**

Ms. Tolson reports we are 75% of the way through the year and on track with wages.

FY22 Budget – The library's request for marijuana impact funding is being put forward, some requests at this coming Spring town meeting and some will wait until the Fall town meeting. The finance committee is recommending putting up for approval at Spring town meeting the Saturday summer hours.

#### **Facilities**

Ms. Tolson reports we're still dealing with lightbulb replacement options. As of April 1 the library is eligible for a Mass Save assessment and Ms. Tolson is setting up a meeting with our vendor.

Ms. Tolson and Ms. Satta with the help and advice of patron and volunteer Jeanie Myers have been researching and mapping out a plan and getting quotes for library garden maintenance. There continues to be no budget for garden maintenance and we didn't have enough information in time to work it into the FY2022 proposal but the hope is that we can gather enough details and estimates to work it into the budget proposal for FY23 and in the meantime find short term available funds to replace failing shrubbery and conduct needed maintenance beyond the experience and capability of library volunteers. Ms. Tolson has gotten several quotes from nearby landscape design firms for pruning, cleanup and other maintenance.

Additionally, a community service crew will be coming through to do grounds cleanup, including removal of sand and debris from walkways and patios and cleanup around the AC units. We are also planning a volunteer event to weed and mulch with mulch provided by the DPW.

Trustees moved and approved unanimously to fund the pruning proposal provided by Harrison McPhee up to the amount of \$1700 through state aid as a one-time measure to conduct some professional tree pruning to level set the gardens. Trustees also asked Ms. Tolson to approach the Friends and request funds for replacement of the dialing shrubs.

The next library maintenance issue discussed was toilets and the HVAC units. The work on neither of those projects has been completed because of backordered plumbing parts.

Ms Tolson talked to two companies, Frasca and Progressive, regarding plumbing cleanout. Both companies recommended not spending the money if we aren't experiencing any issues. They suggested it makes more sense to wait until there's a backup.

Solec installed snow guards above the HVAC units on the side of the library with three units. Ms, Tolson reports the company is giving her trouble about installing them on the front of the building. Ms. Tolson is going to reach out to Mike G for input. Ms. Barry suggested seeing if the town council could draft a letter to Solec citing Solec's refusal to meet the needs of the library's request.

Ms Tolson also reached out to the library directors' listserv for recommendations on outfits that could perform a facilities review for capital planning purposes.

### **Upcoming Programs:**

Discussion about the "A Novel Occasion" fundraiser. Unclear as to how many tickets have been sold to date.. Hopeful for a solid turnout.

### **Personnel:**

Ms. Tolson reports filling some of the page hours that weren't being used by calling in some on call staff who helped Ms. Davis and Ms. Appelbaum with projects.

Ms. Appelbaum and Ms. Tolson attended a virtual Computers in Libraries conference and got some new ideas, tricks and inspiration. Nothing specific mentioned.

### **Other Programs/Services:**

Ms. Silverman reports the teen book club is going really well . She had nine participants at last meeting.

Millis Reads held two virtual discussion with around 11 people each.

A Garden Club program called Shady Characters is upcoming.

Hamilton Trivia with the Trivia Brothers is happening on April 21.

### **Old Business:**

Ms. Tolson shared a sample of a potential year ahead look at library closures and early closures. It's a work in progress.

**New Business:**

Trustees discussed with Ms. Tolson her draft of Director's Goals for the year ahead. All suggested it looks good overall and Ms. Tolson should finalize.

**Covid reopening plan:**

Ms. Tolson and staff have decided to reduce the quarantine hours for returns and delivery to 24 hours from 72 hours.

Browsing and computer use appointments resumed today. Hoping to keep that going.

**NEXT TRUSTEE MEETING:** Monday May 17th, 2021 at 7pm. Meeting adjourned 8:16 pm.

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

/S/ Laura Satta