

MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING May 17th, 2021

Meeting Minutes The Trustees of the Millis Public Library met virtually on May 17th, 2021. Present were Chair Wendy Barry, Trustee Laura Satta, and Library Director Kim Tolson. The meeting was called to order at 7:11 pm by Ms. Barry.

APPROVAL OF MINUTES – Meeting minutes from April were approved.

DIRECTOR'S REPORT

Budget:

FY21 Budget

Ms. Tolson reports the library is about 87% of the way through the fiscal year and on track with the spending. The FY22 budget has been put approved as put forward, including summer Saturdays.

Facilities

The Friends of the MPL agreed to fund shrub replacement and the failing shrubs have been replaced by Harrison McPhee, who Ms. Tolson contracted with also to prune trees in the gardens. The library ran a successful volunteer-led gardens cleanup, including spreading mulch. Everyone agreed it was a great community-building effort.

A plumber came by to look at the bathroom toilets and the automatic flushers that need replacing. The plan is to replace them with manual flushers which will last longer. Just waiting on parts.

The HVAC unit repairs are half completed. Two of the units are repaired and the maintenance company is awaiting parts for the other two. The town is filing an insurance claim to cover the cost of some of the repairs due to storm damage.

Ms. Tolson is looking into having a facilities assessment done. She has contacted three companies that perform this service for quotes.

Ms. Tolson is also meeting with two companies to get quotes for wayfinding signage for the library.

Friends: The Friends of the MPL ran “A Novel Occasion” virtual author event. Roughly 50 people attended. Awaiting word from the Friends about ticket sales, funds raised, and future plans.

Personnel:

Ms. Rachel Matthews has resigned as an on-call assistant to take a full time job. The library is advertising the on-call library assistant position.

Ms. Tolson is working with staff to decide on some professional development classes. They are collectively interested in a customer service Covid edition course, a two-hour virtual training.

Other Programs/Services:

Hamilton trivia night was one of the more successful virtual events with 20 in attendance.

The Earth Week Virtual Kids concert through the Millis Cultural Council grant had low attendance. The group reportedly has another in-person concert planned for the fall.

The “Dandelions” paint night was a big success with more interest than availability. Talked about ways to make it more accessible and make sure we have enough materials for more people to participate. Maybe some synergy with the Memory Café.

Discussion continued about Project Smile participation and where to have the sign installed. Landed on courtyard fence.

Old Business:

New Business:

Ms. Satta brought up idea to have a scholar/speaker versed in open town meeting laws to run a workshop on how open town meeting is run for the community. Will research and work with Ms. Davis to have scheduled.

Covid reopening plan: News broke just this week about the next phase of re-opening in Massachusetts. Discussion followed that the library will stay in touch with town administration and school committee and follow suit with library reopening plans.

Looking toward a June 1st reopening with mask wearing still required in the children’s room and by staff on the circulation desk. Staff are now fully vaccinated. Discussed running more outdoor programming in the courtyard.

NEXT TRUSTEE MEETING: Monday June Xth, 2021 at 7pm. Meeting adjourned X pm.

A True Record _____

/S/ Laura Satta