

## **MILLIS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING July, 2021**

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

**APPROVAL OF MINUTES** – Meeting minutes from May & June were reviewed and approved.

### **DIRECTOR'S REPORT**

#### **Budget:**

The FY21 budget doesn't include encumbered items totaling \$6765.73 or the latest trust fund interest totals. Ms. Barry recommended subtotalling grant and discretionary fund lines separately from operating budget fund lines to show a more accurate depiction of the annual budgeted financials.

FY22 We've spent money so far on e-library and magazine subscriptions.

**Facilities** Covid funding covered the new Sensource door counters which are installed and running.

Wayfinding signage: Ms. Tolson has done three walkthroughs with companies providing wayfinding signage. She has received one proposal and is waiting for the others.

Facilities Review:

Ms. Tolson has received two samples from two companies of what their facilities reviews would look like. She has received one proposal, is awaiting another and is seeking a third proposal.

Gutters

Mr. Paul Sims cleaned the gutters this week. Mr. Sims has reached out to Tri-County and the Sheriff's department to see who can come and repair the dumpster doors.

#### **Friends:**

The Friends are holding two pop-up book sales this summer. They will be outside near the parking lot entrance of the library. Cash only, \$5 a bag.

**Other Programs/Services:**

Childrens' programming is experiencing 20-40 attendees per program.

Virtual Book Club is taking a break for the summer.

Ms. Davis is starting up the science book club Tuesday August 3<sup>rd</sup> at 6:30pm

**Covid reopening plan:**

The Library has been getting busier since mid-June. Ms. Tolson reports the library has around 1,000 visitors per week.

Ms. Barry suggested running a soft movie night Wednesday July 28<sup>th</sup>, same night as the next Friends' meeting to test the setup, running and take down of the movie event.

We have been gradually putting the seating/tables back out. Most of the furniture is out now, except for some in the children's room and a number of the wooden chairs.

**Statistics**

Ms. Tolson is working on the ARIS report and will have some statistics from the past year to share at the August meeting.

**Old Business:**

Electric car charging station. Bob Weiss was by to look at space. The town is starting work on the plan next month.

Wifi hot spot update: Ms Tolson reports we're supposed to start receiving the five hot spots next week. Accounts will need to be set up.

Overdue fines: Ms. Tolson is monitoring the return of books and hear feedback on the waiving of overdue fines. Ms. Tolson reports she has reached out specifically to patrons who

Use of Covid funds to support outside programming – Ms. Tolson continuing to explore.

HVAC repairs – two units are still awaiting parts.

Shields on the side are done. The front ones are still being worked out with town.

The Friends aren't advertising they're accepting donations but if people drop them they are taking them.

Harrison McPhee came and pruned the trees.

**New Business:**

Ms. Farrar suggested running a self-defense program for teens in the courtyard.

Ms. Farrar suggested a program around protecting the pollinators of the gardens.

Covid reopening next phase:

- Haven't yet opened up the meeting rooms and study rooms. Discussion ensued and all Trustees agree we should open them up again for reservations.

Discussion about starting to offer some events inside.

Ms. Tolson would like to start up Memory Café in the Fall.

Two on-call staff are leaving. Ms. Tolson will be working on hiring more and advertising openings through library social media.

**NEXT TRUSTEE MEETING:** Wednesday August 18th, 2021 at 7pm in person. Meeting adjourned 8:05 pm.

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

/S/ Laura Satta