

Meeting of the Trustees of the Millis Public Library

August 18, 2021

The Trustees of the Millis Public Library met via video conference on Monday, September 13, 2021 at 7pm. The Meeting was duly posted, and appropriate notice was given. In attendance was Wendy Barry, Chairperson, Jennifer Farrar, Trustee and Kimberly Tolson, Library Director.

Ms. Barry called the meeting to order and declared a quorum present. The approval of meeting July 12, 2021 minutes motioned and seconded. The minutes were approved unanimously.

The Director reviewed the budget with the Trustees, saying that everything is on track, halfway into the fiscal year. She answered Trustee questions regarding the cost of Safety Signal monitoring.

Ms. Tolson presented the Director's report, referring to the meeting materials (attached). Gave an update on way fair signage. She said the system is flexible and can be moved as the library updates locations of collections. She said has two proposals and hopes to receive a third. The proposals were in the \$9,000 range.

Ms. Tolson gave an update on the repair of the front doors and reported on the recent cleaning of the gutters and repair of a small tear in the sub-roof. She then discussed the recent engagement of Clogbusters to repair a clog in the Women's restroom. The Trustees and Director then discussed the broken dumpster doors and responsible party for the repair. Ms. Tolson said she would follow up at the next meeting.

Ms. Tolson reported a delay in the proposed electric charging station in the library parking lot, due to 2 \$23,000 shortfall. This project will be paused until the Town can close the gap.

Ms. Tolson reported on the Friends of the Millis Public Library initiatives including summer pop-up book sales. She said that the Friend's Treasurer was pursuing a grant in the amount of \$10,000 for school age children programming, including staffing and supplies.

Ms. Tolson then summarized recent library programs and upcoming programs that can be found in the attached Director's Report. A discussion ensued regarding virtual options in light of possible COVID-19 restrictions. The Director gave an update on recent CDC guidance and discussed an upcoming meeting with the Board of Health. She noted that reporting metrics have been skewed due to COVID closures in the past.

Ms. Tolson then discussed personnel updates and the hiring of new on-call staff.

Ms. Tolson discussed the hotspots available, the promotion for the hotspots and updated hot spot policy.

Ms. Barry said that the next meeting of the Trustees is scheduled for September 13, 2021 at 7pm. There being no other business, there was a motion and second to adjourn the meeting at 8:00 pm.

A True Record.

Jennifer White Farrar
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