

Meeting of the Trustees of the Millis Public Library

October 18, 2021

The Trustees of the Millis Public Library met via video conference on Monday, October 18, 2021 at 7pm. The Meeting was duly posted, and appropriate notice was given. In attendance was Wendy Barry, Chairperson, Jennifer Farrar, and Laura Satta Trustees and Kimberly Tolson, Library Director.

Ms. Barry called the meeting to order and declared a quorum present. The approval of August 18, 2021 and September 13, 2021 meeting minutes was motioned and seconded. The minutes were approved unanimously.

The Director reviewed the budget with the Trustees. She reviewed a lighting proposal presented to the Town of Millis as a funding request. The Director then reviewed recent grant proposals/applications, including to the Millis Cultural Council. The Director then presented quotes for Library way-finding signage. Ms. Tolson said that the funding will come from a grant from the Friends of the Millis Public Library ("The Friends"). The committee discussed the samples presented and the scope of the project. She answered Trustee questions.

Ms. Tolson reported on a recent power outage at the Library due to a power surge. She noted that the Library modem needed to be replaced due to damage. She said that the staff used the hotspots available for patron lending.

Ms. Tolson reported on the Friend's upcoming initiatives including upcoming pop-up book sales, in lieu of the traditional, indoor Fall book sale. She said that the Friends also funded the museum pass program for the upcoming year.

Ms. Tolson summarized recent library programs and upcoming programs that can be found in the attached Director's Report, including an outdoor Halloween movie night and Halloween programming. Ms. Barry asked Ms. Tolson to find out from the town if presenters at a podium speaking need to wear a mask if they social distance in connection with upcoming live programming.

Ms. Tolson then discussed personnel updates and the hiring of new on-call staff. She noted the ten-year anniversary of the Children's Librarian Rachel Silverman. The Trustees congratulated Ms. Silverman and acknowledged her good work.

Ms. Tolson reported on a meeting she attended for the Council on Aging new Senior Center proposal. She attended to represent the Library and provide details on our facility and programs to preclude redundancies with other town services.

Ms. Barry discussed the facilities audit proposals that she received. She said she would contact the Facilities Manager at the Millis Public Schools as a resource to be a better educated consumer. She noted the goal of the project is a longevity plan for the next twenty years.

Ms. Tolson reviewed "Old Business" including a quote for the dumpster door repairs. She said that the Library is responsible for one door and a neighbor business acknowledged their responsibility for the other door.

Ms. Satta reported on a proposed program at the Library to review Town Meeting rules. She said she will reach out to the Secretary of State for a recommendation for a moderator.

Ms. Tolson discussed a proposal for extended Thursday hours that will be voted on at the upcoming November 8th Town meeting.

Ms. Farrar asked that the wooden picnic tables in the courtyard that are in disrepair be evaluated for continued use. Ms. Tolson undertook to do so.

Ms. Barry discussed providing nominal monetary awards in the form of gift cards from the Trustees for employee anniversaries in five-year increments. A motion was put forward and seconded to fund the awards through State Aid.

Ms. Barry said that the next meeting of the Trustees is scheduled for November 8, 2021 at 6:30 pm. There being no other business, there was a motion and second to adjourn the meeting at 8:15 pm.

A True Record.


Jennifer White Farrar