

Meeting of the Trustees of the Millis Public Library

November 17, 2021

The Trustees of the Millis Public Library met via video conference on Monday, November 17, 2021 at 7pm. The Meeting was duly posted, and appropriate notice was given. In attendance were Laura Satta and Jennifer Farrar, Trustees and Kimberly Tolson, Library Director.

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

Ms. Tolson presented the Director's report, referring to the meeting materials (attached). She discussed the budget. She said that funds for paying Library Page under due to a reduced schedule initiated by the employee. She said that regular and on call staff will start to fill those hours. She discussed staffing for newly approved Thursday and Friday evening hours from 4pm to 8pm. Ms. Tolson proposed hiring a new staff member for 16 hours to cover the new hours and to cover gaps in regular coverage. The Trustees discussed teen programming during those hours. Ms. Tolson said we need to fill the temporary position before adding the hours. She undertook to advertise for the position immediately.

Ms. Tolson discussed the proposed facilities audit. She refreshed the Trustees on the three proposals. She said she consulted with the Town Administrator and School Operations Manager. Ms. Tolson gave an update on the boiler repairs. She reported on HVAC issues and the ensuing service call. She said the dumpster door repair has been authorized and new doors are being built. The Trustees discussed the door frame repair.

Ms. Tolson gave an update on the Friends of the Millis Public Library (the "Friends"), including the Halloween movie night and pop-up book sale. She gave a report on recent programming including the Halloween party, Memoir writing, and Girls Who Code. The Trustees discussed advertising efforts for this later program. Ms. Tolson discussed Millis Reads 2022. Ms. Tolson reported on recent outreach to the lower grades of the elementary school by the Children's Librarian. She noted the Library's involvement regarding an activity walk sponsored by the Millis Cultural Council at the Senior Housing Development.

Ms. Farrar introduced the topic of succession planning for the open Trustee position at the next Town election. The Trustees discussed Ms. Barry's financial background and the gap that will leave in the Board after her term is over.

Ms. Farrar polled the Trustees and director for an agreeable meeting date for December. She said the next Trustee meeting will be held on December 15, 2021 at 7pm. Ms. Tolson noted that the next Friends meeting will be held on December 1, 2021 at 6:30 pm.

There being no other business, there was a motion and second to adjourn the meeting at 8:10 pm.

A True Record.

Jennifer White Farrar

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