

Meeting of the Trustees of the Millis Public Library

December 15, 2021

The Trustees of the Millis Public Library met via video conference on Monday, December 15, 2021 at 7:12 pm. The Meeting was duly posted, and appropriate notice was given. In attendance were Wendy Barry, Chairperson Laura Satta and Jennifer Farrar, Trustees and Kimberly Tolson, Library Director.

Ms. Barry called the meeting to order and declared a quorum present. The approval of November 17, 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. Ms. Barry asked about Staff trainings and personal development. She asked Ms. Tolson to come the next meeting with possible classes or trainings. She said that funds for paying Library Page under due to a reduced schedule initiated by the employee. MS. Barry said the next Trustee meeting will be the third week in January so that we have time to complete the Trustee evaluation of the Director. She said we will discuss reviews and goals at the next meeting. Ms. Tolson discussed the line item for supplies. She said it is low because the Friends of the Millis Public Library ("The Friends") and COVID funds offset the usual costs. She said patron attendance is lower in person due to the Global Pandemic. The Trustees discussed Useful and Office supply fees, and Other Equipment line items.

Ms. Tolson discussed the process for hiring the new part-time evening position. She reviewed the closing date for resumes, the job posting and the schedule to review the applicant.

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. Barry discussed the timeline. She said she would like it closed by April 2022.

Ms. Tolson gave an update on the Friends, including the Spring book sale and the upcoming fundraiser: A Novel Occasion. She gave a report on recent programming including the miniature painting and Girls Who Code.

Ms. Tolson gave a report on Library fines. He said there is an 8% increase in total number of overdue items since the fines were suspended. There was a discussion of contributing factors, such as the holiday season and Covid. She discussed patrons who have their borrowing privileges reinstated. She discussed an uptick in library card use, virtual or in person, between June and December 2021. A discussion ensued. The Trustees asked to see the same report in February 2022 to analyze trends.

Ms. Barry discussed the Director's contract renewal and upcoming review. She said that she sent out the forms and Ms. Tolson's self-evaluation. She asked for specific comments, not just number ratings.

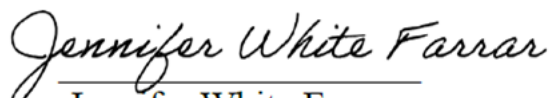
The Trustees discussed Trustee succession planning.

Ms. Tolson gave an update on the dumpster door repairs and the target date for February for materials to arrive.

Ms. Barry polled the Trustees and Director for an agreeable meeting date for December. She said the next Trustee meeting will be held on January 19, 2022 at 7pm. Ms. Tolson noted that the next Friends meeting will be held on January 26, 2022 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