

## **Meeting of the Trustees of the Millis Public Library**

**January 19, 2022**

The Trustees of the Millis Public Library met via video conference on Monday, January 19, 2022 at 7pm. The Meeting was duly posted, and appropriate notice was given. In attendance was Wendy Barry, Chairperson, Jennifer Farrar, and Laura Satta Trustees; Kimberly Tolson, Library Director; and Tricia Berube, Guest.

Ms. Barry called the meeting to order and declared a quorum present. The approval of the December 15, 2021 minutes was motioned and seconded. The minutes were approved unanimously.

The Director reviewed the budget with the Trustees. She reviewed maintenance amounts that were not included in the meeting materials. She discussed the Energy Recover Unit components that need to be replaced. She said the quote was \$5,800, which will surpass the budget for repairs. Ms. Barry discussed the long-term Capital Assessment that was put out for bids. Ms. Barry discussed the electrical board capital improvement item. Ms. Tolson responded to questions.

Ms. Tolson discussed the need for an upgrade of the computer that runs the Linux network. Ms. Satta discussed the library network and technology upgrades. Ms. Tolson responded to questions. She said that the computer system cannot compile the Useful upgrades are complete.

Ms. Tolson discussed enhanced cleaning services associated with COVID-19 that are over budget.

Ms. Barry said the Facilities Audit report will determine next steps on these issues. A discussion ensued regarding the Facilities Audit. Ms. Tolson said she drafted a request for feedback from Town employees with experience in this area. Ms. Barry and Ms. Satta gave a summary of the background of this initiative.

The Chair discussed the additional library hours on Thursdays and Fridays. The Director and Trustees discussed the funding of the hours and the necessity of a corresponding approval at the Spring Town meeting for next year's extended hours. Ms. Barry noted that the additional employee to service the hours is temporary, based on the funding of the position.

Ms. Tolson reviewed the metrics of patrons and services for the Saturdays during the summer of 2021.

Ms. Tolson then discussed a plan to engage Middle School aged patrons. She discussed recent interactions with this age group in the library.

Ms. Tolson gave a report on the activities of the Friends of the Millis Public Library. She noted their upcoming fundraiser called "A Novel Occasion" on 1/29/22. She said their next meeting is on Wednesday. Laura Satta volunteered to attend to represent the Trustees. She then gave a recap on December programming. She highlighted a Poetry Reading by a library volunteer. She detailed upcoming events, including a Harry Potter Escape Room. Ms. Tolson said she would update the Trustees on Millis Reads at the next Trustee meeting. She said the plan is to launch the program in March 2022.

Ms. Tolson gave a personnel update. She updated the Trustees on the recent COVID-19 absences. She discussed staff development scheduled for April 2022. She said the library will need to close the library for the duration of the training (a few hours). She discussed professional development for herself scheduled in 2022.

The Trustees discussed posting meeting minutes for the Public. Ms. Tolson said we are currently up to date on the library website.

Ms. Satta discussed New Business: library garden maintenance for 2022. Ms. Tolson said she will add it to the budget as an above level service request. She also said we will hold some volunteer events in 2022 in the Spring, Summer and Fall. Ms. Barry said we should follow up at the next meeting to pick a date for Spring clean-up.

Ms. Barry said that the next meeting of the Trustees is scheduled for February 16, 2022 at 7:00 pm.

The Trustees entered into Executive Session to discuss the Director's Performance Review for 2021.

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