

**Meeting of the Trustees of the Millis Public Library
February 16, 2022**

The Trustees of the Millis Public Library met via video conference on Wednesday, February 16, 2022, at 7:03 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. Also joining the meeting was Tricia Berube, a guest.

Ms. Barry called the meeting to order and declared a quorum present. The approval of January 19, 2022 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 presentation of the annual budget to the Town Board of Selectman. She discussed the request for additional funds for garden maintenance. She discussed the capital request and said that it will be presented at the next Capital Planning Committee meeting. She discussed the library lighting system and estimated costs for updates.

Ms. Tolson discussed a local garden club partnership that will progress in the spring. She gave an update from the plumber. She said the "mixing valve" is broken again. She recounted the past repairs on this valve. A discussion ensued. She then discussed the heating system repairs, noting it is over budget for repairs.

Ms. Tolson and the Trustees discussed a recent event of the Friends of the Millis Public Library ("The Friends") called "A Novel Occasion". She said the Friends are planning a Spring book sale.

Ms. Tolson reviewed the Town's updated mask mandate. She said that the library will follow the recommendation to change the policy to mask optional. Ms. Barry discussed new signage. Ms. Barry discussed removal of the desk barriers.

Follow-up item- discuss barrier removal at the next meeting

Ms. Tolson discussed new Middle School programming and staffing. A discussion ensued regarding registration for programs. Ms. Barry asked about event head count limitations and space considerations. Ms. Tolson said we will resume room capacity limits with the lifting of COVID-19 restrictions. A discussion ensued regarding marketing of Middle School events. Ms. Tolson reviewed February break and upcoming programming.

Ms. Tolson reviewed the Millis Reads program for 2022. She said the theme is Mental Wellness. Ms. Farrar discussed the Millis Read's Facebook page.

Ms. Tolson discussed on-call employees and the need to hire additional staff.

Ms. Barry discussed the Facilities Assessment quotes included in the meeting materials. Ms. Tolson discussed her vetting process and timeline. Ms. Barry gave her thoughts. Ms. Satta discussed.

Follow-up Ms. Tolson and Ms. Barry will meet off-line and report back after consulting with Town subject matter experts.

Ms. Tolson discussed her goals. The Chair moved the meeting to Executive session to discuss the Director's 2022 goals.

Follow-up- Ms. Tolson to incorporate feedback to her draft goals and provide a final copy for discussion at the next meeting.

Ms. Barry polled the Trustees and Director for an agreeable meeting date for March. She said the next Trustee meeting will be held on March 8, 2022, at 7pm.

There being no other business, there was a motion and second to adjourn the meeting at 8:21 pm.

A True Record.

Jennifer Farrar