

## **Millis Public Library Board of Trustees**

Tuesday, November 8, 2022 Meeting Minutes

The Trustees of the Millis Public Library met at 961 Main Street on Tuesday November 8, 2022 at 7:03 pm, with notice duly given. In attendance were Chair Jennifer Farrar, Trustees Laura Satta and Tricia Berube and Kim Tolson, Library Director.

Motion was made and passed to defer minutes from the October 11, 2022 meeting.

Ms. Tolson presented the Director's report beginning with the budget, included in the meeting materials.

Of note, Ms. Tolson cited that Article 4 on the 11/10 Town Meeting Warrant (Capital Items) includes a keyless entry system for the Library. Trustees discussed potential need to consider replacing doors prior to any new entry system installation per the Facilities Assessment report recommendations and possibly getting another recommendation for the type of door/hinge replacement combo.

Under Facilities, Ms. Tolson noted the increased costs – more than double – for maintenance and repairs on library systems, including biannual services for the HVAC system. Ms. Tolson is awaiting a quote for a heater that needs to be replaced and suggested the Library may need to request a Reserve Fund Transfer later in the year for our Building Repairs budget line, depending on what other repairs come up. Ms. Tolson will seek counsel from the Town Manager on a path forward for town support.

Ms. Tolson also updated Trustees on the proposed replacement Lighting System. Prism Energy Services proposal came in around \$31,5K. – it was a scaled back proposal based on the money the library received from the state budget but Trustees requested we get an additional quote for Phase 2 needs. .

In Programs & Services, Ms. Tolson reported on several well attended events including Girls Who Code, off to a great start with one return and five new participants , the second Board Game Night, Millis Memory Café, about which Ms. Tolson is looking to publicize more widely and the Halloween Costume party with 297 participants. The teen programming is gaining traction as well with 13 kids attending a pumpkin painting Friday evening gathering.

Ms. Tolson provided insights into the planning for the upcoming Millis Reads program. Several ideas have been discussed by the committee which includes a mix of Friends of the Millis Public Library, community members and both the Clyde F. Brown and Millis Middle/HS library resource staff.

Ms. Tolson shared her experience participating in a Story Walk at the Millis Housing Authority's senior housing. There are plans to update the storywalk every few months.

Children's Staff Librarian Ms. Silverman has been visiting all the preschool and kindergarten classes this past month.

For Collections, Ms. Tolson shared new items added to the Library of Things. Including a portable Bluetooth speaker and a blood pressure monitor.

Ms. Tolson reported progress on filling recent open positions at the Library, including a Page positiona and an on-call children's library assistant.

In New Business, Trustees discussed that Ms. Tolson's contract renewal plans should begin in December and the annual review process.

In old business, Trustees discussed programming ideas, the 2023 Calendar and the Permanent Collection.

Trustees agreed to meet again Tuesday December 6<sup>th</sup> at 7pm in the local history room.

Meeting adjourned at 8:10 pm.