

Millis Public Library Board of Trustees Meeting Minutes

Tuesday, January 10, 2023

Call to Order:

Ms. Farrar, Chair, called the meeting to order at 7:02pm with Trustees Tricia Berube and Laura Satta and Library Director Kim Tolson present.

Director's Report:

Ms. Tolson presented the budget included with meeting materials. Budget is at about 50% through the year on wages. Office supply spending is over on average of where we typically are at this point of the year because of the need to purchase a batch of library cards.

The FY24 Budget draft is due to the town on Friday, 1/13. Trustees discussed reviewing the budget narrative draft before submission. Ms. Tolson announced that presentations to the Select Board will be held on Monday, February 6th with notice yet to come on timing. The presentation to the Finance Committee presentation will be Wednesday March 1st around 7:20pm.

Action Item: add explainer to narrative explaining the increase in budget requests for building repairs based on age of building

Action Item: consider asking for grounds keeping line item to be added back in to the annual budget

Action Item for further discussion: are we asking for enough money to support programming from the Marijuana Impact funds?

Action item – check that the upkeep we are seeking to do for the main library doors will be compatible with the keyless card entry system the Town approved to have installed.

Action Item – talk to Mike Huczynski about the need to conduct roof/gutter repairs to avoid water damage if it is not something that could be funded by Capital Planning

Under facilities, Ms. Tolson shared the refrigerator in the Roche Bros. Community Room kitchen stopped working and had to be replaced.

Latest update on the lighting management system is that the Select Board approved the project, materials have been ordered and work is expected to begin in February. Of note, the new system is part of a building management system that is user friendly and comes with a mobile app. It is scalable so that we can add additional areas of the library. Currently the project covers the Children's room, Young Adult room and community room wing.

Ms. Tolson highlighted many successful and well attended holiday programs in December including the Copley Cats holiday concert which had an audience of 62.

Middle School programming on Friday evenings continues to track. Discussion ensued about tracking overall library usage on Thursdays and Fridays, given we've added library open hours on those days.

For upcoming programs, the Trustees asked that the January 27th "Etched in Glass" program be promoted in advance of National Holocaust Remembrance Day.

Ms. Tolson shared that this year's Millis Reads book this year is *The Violin Conspiracy* by Brendan Slocumb. The committee is working on getting the author to come and do an author visit – may be virtual. He is doing a talk in April in Sharon and maybe we could get him around that same time. Ms. Silverman is working with two school libraries to find a youth component with a separate school read.

Ms. Tolson reminded that the Friends are gearing up for the "A Novel Occasion" fundraiser event on Saturday January 28th.

New Business:

Discussion around Ms. Tolson's upcoming maternity leave in June

Old Business

Ms. Tolson reported she is looking at restarting a teen advisory committee.

Ms. Satta is continuing to explore the town meeting primer program and would like to plan it for before the Spring town warrant is issued.

Approval of the Minutes:

Motion was made, seconded and unanimously passed to approve minutes from the December 6th meeting.

Action item: Need to review and approve minutes from the October 11th meeting

Adjournment:

Ms. Farrar motioned and Trustees seconded and passed to adjourn the meeting at 8:05 pm. The next meeting will be held Tuesday February 14th, 2023.