

## **Millis Board of Library Trustees Meeting: February 14, 2023**

Call to Order: Ms. Farrar called the meeting to order at 7pm and declared a quorum present. She noted that the meeting agenda was duly posted, and appropriate notice was given. In attendance: Tricia Berube, Trustee, Laura, Satta, Trustee, Jennifer Farrar, Trustee Chairperson, and Kim Tolson. Director.

Approval of Minutes: The approval of the October 11, 2022, and January 10, 2023, meeting minutes was motioned and seconded. The minutes were approved unanimously.

Director's Report: Ms. Tolson presented the Budget report for fiscal year ("FY") 2023. She said we are 60% through the year. She said due to the increased costs of HVAC maintenance increases and unexpected repairs we are overbudget on the maintenance budgets. She noted she is coordinating with Town Administrator and monitoring. A discussion of a contingency plan ensued. She reported on the FY24 Budget and recapped the presentation to the Select Board. She said the next step is to present it to the Finance Committee on 2/23/23.

She then gave a facilities report, spotlighting the HVAC issues. She said there is a keyless entry meeting with the Town this week that she will report back about.

Ms. Tolson reviewed recent programming. She referred to the meeting materials and reported the highlights, including the Holocaust Remembrance Day event. She discussed upcoming programming, including a Magic show for School vacation week and Songs and Story time, which have been very popular and well attended.

Ms. Tolson discussed the Children's Librarian's outreach to the Millis Public Schools.

Ms. Tolson gave a personnel update. She summarized recent applicants and one new hire for on-call. A discussion ensued regarding current and future maternity leaves.

She gave an update on Millis Reads' launch for 2023. She said the next Friend's meeting will be March 1.

Ms. Tolson updated the Committee on a planned Volunteer Appreciation Day for the Spring. Millis Beautification Day was discussed and a Spring Garden clean up volunteer event.

Action Item: Ms. Tolson will report back with a date for the garden clean up.

The Trustees discussed next steps on the Director Annual Review.

A discussion ensued regarding the next meeting date. March 7<sup>th</sup> was tentatively set.

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