

Millis Public Library

Board of Trustees Meeting Tuesday, March 21, 2023

Trustee Chair Jennifer Farrar called the meeting to order at 7:07pm. In attendance also were Library Director Kim Tolson and Trustees, Tricia Berube and Laura Satta.

The Minutes of the February 14th meeting were unanimously approved.

Ms. Tolson presented her Director's Report, reporting that we are 75% of the way the year. She connected with the Town Administrator, Mike Guzinski, regarding the unexpected overages on building repairs. His recommended course of action is to put forward a request for a fund transfer at Town Meeting on May 3rd.

Ms. Tolson also reported that FY 2024 budget preparations are complete following the presentation to the Finance Committee.

Ms. Tolson shared highlights of recent library programming, including a Valentine's hearts painting activity for 36 kids and a packed audience of 135 people for a family magic show sponsored by the Millis Cultural Council over February school vacation. Other repeat programs like Lego play, Millis Memory Café, middle school teen nights and adult coloring continue to track.

Ms. Tolson noted that the Friends are prepping for the upcoming book sale the first weekend in April. Also, Youth Services Librarian Rachel Silverman is co-hosting along with the Millis Public Schools media services staff a tween read-in on Saturday April 8th.

Ms. Tolson reported that the new union contract for town employees was ratified, which includes most library staff.

Action Item: *Kim looking up municipal appropriation for materials expenditures in terms of ARIS requirements and whether the starting budget or year-end budget is considered.*

Ms. Tolson also announced the hiring of two new on-call staff members, Kara Hadden and Kaycee Conover. Ms. Farrar asked if there's an opportunity or the on-call assistants to be able to work additional hours under any grant funds remaining for archiving.

Ms. Tolson presented her maternity leave. Discussion ensued about process for approving.

Ms. Farrar made a motion to approve a \$4000 stipend to be paid to the acting Library Director covering the Library Director's maternity leave. Ms. Berube seconded. Trustees unanimously approved and the motion passed.

Ms. Tolson provided a Friends update, reporting that they have received a number of donations in memory of a recently passed patron and are considering ways to honor him. The next Friends meeting is to be held Wednesday March 22nd at 6:30pm over Zoom.

Discussion followed around plans for the 40th anniversary of the Friends and 10th Anniversary of the Millis Public Library.

Ms. Farrar motioned to approved the Library Director's full pay increase under her current contract of 3%. (1.5 % + the discretionary 1.5%). Motion was seconded and approved unanimously.

Ms. Tolson set the date for the garden cleanup for April 15th and the volunteer appreciation brunch for Saturday April 29th.

Motion was made to adjourn and there being no other business to discuss, passed unanimously.
Meeting adjourned at 8:23 pm.

Next Board of Trustees meeting is April 11th.

A True Record.

Laura K. Satta