

Director's Report

Board of Trustees Meeting Tuesday April 11th. 2023

Trustee Chair Jennifer Farrar called the meeting to order at 7:10pm. In attendance were Library Director Kim Tolson and Trustees, Tricia Berube and Laura Satta.

Amended minutes of the March 21st, 2023 meeting passed unanimously.

Ms. Tolson presented the Director's report, noting that she is closely monitoring the budget for any new building repairs costs as we approach the annual Spring town meeting scheduled for Wednesday, May 3rd.

Ms. Tolson reports that Select Board put forward all our requests, including the marijuana impact funds. Now the budget goes to Fin Comm.

Regarding facilities, Ms. Tolson reports that Prism Energy has been delivering supplies and work on the lighting project should begin soon.

ACTION ITEM: Ms. Farrar requested that Ms. Tolson share the Prism Energy full estimate for the whole lighting system replacement for future planning.

Ms. Tolson noted the building alarm system needed to have a battery replaced.

Ms. Tolson shared highlights of recent programs and services including a gradually building Memory Café with 10 in attendance. Noteworthy upcoming programming includes board game night for adults, bingo night for middle schoolers and Millis Reads events. The Library has decided to hold a registration for the Millis Reads Brendan Slocumb author event in anticipation of a good crowd.

Ms. Tolson reported the Interim Director Job was posted internally to Library staff and closes on 4/14. Additionally, Ms. Neville, the teen services on call staff member will be returning from her leave on 4/20. The interim staff member will continue to work a regular schedule through end of May and will train with Ms. Silverman in Children's Services in preparation to assist during Ms. Tolson's upcoming leave. Discussion ensued about potentially using some of the remaining archiving grant funds toward some work hours for Ms. Conover.

Ms. Tolson provided a Friends update as they are wrapping up a Novel Occasion and planning for the Spring Book Sale. They also discussed initial plans to celebrate the 40th Anniversary of the Millis Friends. The next planning meeting for that event is Monday April 24th. Discussion ensued about how the Library staff and Trustees will participate. Trustees also discussed conducting a Library audit of needs that may not be covered by the Town to present to Friends for potential future funding.

The Trustees and Director also discussed the idea of sharing library news and services updates periodically on community social sites.

Motion was made to adjourn and unanimously passed. Meeting adjourned at 8:30. Next Board of Trustees Meeting is scheduled for Tuesday May 16th.

A True Record.

Laura K. Satta