

Millis Public Library

Board of Trustees Meeting Tuesday May 16th. 2023

Trustee Chair Jennifer Farrar called the meeting to order at 7:04pm. In attendance were Library Director Kim Tolson and Trustees, Tricia Berube and Laura Satta.

Amended minutes of the April 11th. 2023 meeting passed unanimously.

Ms. Tolson presented the Director's report, starting with the budget, which shows a transfer of almost \$18K into our building repairs budget line as approved at Town Meeting. Ms. Tolson also noted that our complete FY24 budget was approved at Town Meeting, including our Building Envelope Repairs capital request.

Under Other Equipment in the budget the cost of the refrigerator replacement in the RBCR was noted.

Ms. Tolson reported that the Library received its first State Aid payment for the fiscal year.

Also, state funding of \$30,000 came through for our lighting management system replacement. The project began May 4th and Ms. Tolson says the first phase will soon be complete.

Ms. Farrar inquired about promoting movement to a digital library card at the network level to avoid the plastic library card expenditure,

Under facilities, discussion arose around adding to the town holiday lights on our library grounds.

Discussion also followed around Ms. Tolson's planned maternity leave timing with her expected leave date around the week of June 19th and an expected return of early October.

Under programs and services, Ms. Tolson shared that coloring for adults is steadily growing in attendance, the Millis Reads author event talk and lunch costs totaled around \$1500 and Teen Slime time had mostly girls in grades 5-7 in attendance. She reports that there is interest in hosting a new knitting group at the library. The Library will make yarn and knitting needles available,

In personnel, Ms. Tolson reported that Ms. Fatima Neville is back from leave. Ms. Farrar asked about archiving opportunities for on call staff. Ms. Tolson also gave a heads up that Ms. Silverman will attend the next Trustee meeting as a transition to taking over for Ms. Tolson during her maternity leave.

Ms. Farrar indicated she may be able to attend the next Friends meeting set for Wednesday May 24th. The Friends have suggested their last meeting of the Spring will be earlier in June in the courtyard.

Town Counsel reviewed the Collection Development Policy with one small change. Ms. Berube moved to approve the Policy as revised by Town Counsel. Ms. Satta seconded and all Trustees approved.

Discussion followed about Director Goals for Ms. Tolson for 2023 Among the ideas discussed included creating welcoming entrances for the Library, making to-date Library Archives accessible online and reviving efforts to grow Young Adult programming, services, staffing and dedicated space.

Motion passed to approved \$320 reimbursement out of State Aid to Kim Tolson for the April volunteer appreciation event. Motion passed to approve up to \$250 out of State Aid to Laura Satta for the staff appreciation lunch.

Motion was made to adjourn and unanimously passed. Meeting adjourned at 8:23.

Next Board of Trustees Meeting is scheduled for Monday June 5th.

A True Record.

Laura K. Satta