

Millis Public Library Board of Trustees Meeting Minutes

Tuesday, June 5, 2023

Call to Order:

Ms. Farrar, the Chair, called the meeting to order at 7:05pm with Trustees Tricia Berube and Laura Satta and Library Director Kim Tolson and Youth Services Librarian Rachel Silverman present

Minutes for the May 16, 2023 meeting passed unanimously

Ms. Tolson presented the Director's report, noting that she was monitoring the budget for any changes in materials expenditure as the materials budget was not increase in step with the personnel cost increases. We will plan to address at town meetings.

Ms. Tolson reported that the lighting replacement project is complete. The new lighting system has wall switches as well as app-based controls. For coverage she has set Rachel up with it and am trying to get John Engler on as an Admin as well

Ms Tolson shared highlights of recent programs and services. Noteworthy is that Girls Who Code is wrapping up the current session and will hold its final meeting on Wednesday, 6/7. The four girls in the club worked hard this year learning/improving coding in HTML and building their group project, which is a website reviewing and highlighting local attractions (restaurants, amusements, etc).

Ms. Tolson confirmed that everything is in place for Rachel to step into role as Acting Director. Rachel will communicate any alarms or issues in the building to the trustees. Ms. Tolson confirmed there is a typically available manual of protocols for the library of staff for issues that may arise

ACTION ITEMS: Tricia to confirm if she has a library key and will get a copy if need be.

Other

Ms Tolson note that the library is working on weeding adult collections now that ordering is done until the start of July. Fiction, Non-fiction, and Large Print are complete.

OLD business

Ms. Farrar has found a lighting person for a quote for the courtyard.

NEW Business

The attendees discussed opportunities for capital items that may be needed in the near future. There is a need for studier play area items for the children's section as well as replacement outdoor furniture.

Discussion was held for consideration of a fundraising mailing for donations. Timeline for potential mailing would be September and further discussion to be considered to finalize by August

ACTION ITEM: Ms. Farrar to research appropriate mailing audience and address details

Friends

The next meeting is Wed. 6/21 in person at the Library. It will be the Annual Meeting and the group will vote on positions for the executive board.

Ms. Farrar attended the May Friends meeting and the Scholarship had many applicants. It is reported that Millis graduating senior, Olivia Sumner, was the recipient.

Trusted unanimously voted Ms. Laura Satta in as Chair and Ms. Tricia Berube as Secretary. Trustees thanked Jennifer Farrar for her time as Chair over the last year.

Trustees moved to executive session.

Motion was made to adjourn and unanimously passed. Meeting adjourned at 8:30. Next Board of Trustees Meeting is Scheduled for Tuesday July 11th