

Millis Public Library Board of Trustees Meeting Minutes

Monday September 11, 2023

Call to Order:

Ms. Satta, Chair, called the meeting to order at 5:36 pm with Trustees Tricia Berube and Jennifer Farrar and Acting Library Director Rachel Silverman present.

Minutes for the August 15, 2023 meeting passed unanimously, pending any comments incorporated by the secretary.

Ms. Silverman presented the Director's report.

Directors report

Budget

Of note, as was not available at the time of meeting, the budget was not discussed.

Ms. Silverman discussed the library materials line and reported that she spoke with Mike Guzinski who felt the best course of action was to align funds from elsewhere in the budget to the materials budget. This may leave us in a shortfall in other lines, but that could be corrected in the Spring Town Meeting. This was moved for the Building repairs budget line.

Friends 40th Anniversary/Library 10th Anniversary Planning

Planning meetings will take place on Monday evenings from 6:30-7:30 on Zoom 9/11, 9/18, 9/25, 10/2, and 10/9* Ms. Silverman is unable to attend 9/18 or 9/25 so if any Trustees are available to attend those dates, it would be helpful. Kim Tolson is happy to make a speech at the event. She would like to receive all information and parameters for said speech via email before she returns on 10/10, since it will need to be one of the first tasks she tackles upon return.

*Indigenous Peoples/Columbus Day. Friends may wish to move this to Tuesday, and we may wish to move the Trustee meeting in October to 10/17 so it doesn't fall on the first day Kim returns to the library/the date of the last planning meeting

Programs and Services

Services have been well attended, including the 8/10 Games night with 40 youths in attendance and the August 5th, AbraKIDabra with Magician Mike Bent, School Age program, 80+ people attended.

Ms. Silverman reported that Chief is going to be using the building before it opens on Tuesday, September 12th and Tuesday, September 19th. He also used it on Thursday, September 7th. He was provided with a key and alarm code. He will be conducting training on CPR.

Personnel

Director Kim Tolson will return 10/10. On call staffing has provided great support. Ms. Silverman reported plans for her attendance relative to a personal emergency.

Safety Signal was updated on primary contacts in Ms. Tolson's absence.

Maintenance

The building has been in good shape this last month necessitating only a minor repair to a leaky toilet in the women's public restroom. This is not a budgetary concern. as John Engler was able to perform the repair himself.

OLD Business

.

Ms. Silverman submitted documents for capital funding to Carol Johnston required for them to be considered at the Fall Town Meeting in November.

NEW Business

Friends

40th anniversary meeting - went over invite and logos

Discussed that Friends could create Venmo or people can donate direct

ACTION ITEMS:

Ms. Satta to connect with Friends Treasurer

Ms. Farrar is going to work on a draft of the fundraising letter -

Ms. Farrar to research appropriate mailing audience and address

Meeting was adjourned approximately 6:30 pm.

A True Record

Tricia Berube, Trustee