

## **Millis Public Library Board of Trustees Meeting Minutes**

Tuesday October 17, 2023

### **Call to Order:**

Ms. Laura Satta, Chair, called the meeting to order at 7:34 pm with Trustees Tricia Berube and Jennifer Farrar and Library Director Kim Tolson present.

Ms. Satta welcomed Ms. Tolson back from her leave.

Ms. Tolson presented the Director's report.

### **Director's Report**

Ms. Tolson discussed the materials budget, which was based on an amount requested before all personnel union contract increases took effect. The amount falls short of the State- required amount, equal to 19% of total library budget, because personnel budget increased. Before her leave, Ms. Tolson discussed with Mr. Mike Guzinski, Town Administrator, to put forth the budget increase as part of Fall Town Meeting and to follow-up closer to that date, as the Library aims to spend the materials budget in measured amounts throughout the year. Ms. Tolson will follow up with Mr. Guzinski on the budget shortfall issue as Mr. Guzinski and Ms. Silverman had discussed putting a transfer of funds into the Spring Town Meeting Warrant and Ms. Tolson would like to confirm plan.

Trustees discussed the status of on call funds and also discussed potential staffing budget shortfall due to the outcomes of Town wide union contract negotiations.

In the area of professional development, Ms. Tolson reported that she is looking for opportunities for all staff training.

Ms. Tolson met with Mr. John Engler, Director of Operations, briefly to address a couple of items with him among which include the building envelope repairs that were funded as a capital item at Spring Town Meeting and some plumbing work (fix water fountain flow and hot water issue in the staff kitchen), roof flashing on the flat roof and a leaking gutter near one of the doors. There was an issue with the rear handicap door button and it appears to have been after the library was recently power washed. It is now working except for one button and Mr. Engler is trying to fix it.

**ACTION ITEM:** We will approach Rebecca Rausch for funding for Library shortfalls before the next state budget cycle if not approved at Town Meeting.

Facilities issues were discussed.

HVAC Filter changes and biannual maintenance is being done on 10/23 and 10/24.

Fall garden clean up – Ms. Satta asked if Ms. Tolson could organize a late Fall cleanup with volunteers like the one last year in which the the Glen Ellen Garden Club assisted.

**ACTION ITEM:** Ms. Tolson will reach out and see if Glen Ellen Garden Club can assist this year and if not seek volunteers.

### **Programming**

## **Past Programs**

The regular school year youth programming scheduled has resumed as of the week of September 11<sup>th</sup>. This includes weekly Make It Monday for tweens, Big Kid Story Time for preschool/early elementary, Creative Dance for toddlers and preschoolers, and LEGO Club for early elementary.

Girls Who Code started up at the beginning of October with six girls participating. Teen Friday evening programming is scheduled for at least every other week.

Shakespeare in the Courtyard was rained out a second time on Friday, 9/29 but it was held in the RBCR. Six people turned up for the showing of A Midsummer Night's Dream

The visit from Author Eric Jay Dolin presenting A Furious Sky: The 500 Year History of America's Hurricanes on Tuesday, October 10<sup>th</sup> had 21 people in attendance.

## **Upcoming Programs**

- Fri. 10/20 at 6pm – Teen Anime Night
- Mon. 10/23 at 10:30 am – Millis Memory Cafe
- Fri. 10/27 at 6pm – Teen Movie Night: Tower of Terror
- Fri. 11/3 at 6:30 pm – Scrapbooking for Middle School
- Tue. 11/14 at 7pm – Author and Podcast Host Jeff Belanger presents The Fright Before Christmas

## **Other**

The Financial Report (State Aid) was submitted before the deadline and we met all the requirements to receive state aid.

## **Personnel**

Donna Brooks does not yet have a date set for her retirement so it is too early to begin recruiting to fill her position. However, Ms. Tolson will make sure the position description and job posting are up to date so we can be ready to post at the appropriate time. Will look to cross train staff while there is time to prepare for her departure and transition. Ms. Brooks' responsibilities include collections, ordering adult fiction/non fiction, weeding, manages museum passes and supplies.

Ms. Tolson both raised discussing a stipend for Esther Davis for the week she was managing the Library when Ms. Silverman and Ms. Tolson were both on leave.

Ms. Davis covered for Ms. Silverman as acting employee in charge, including taking on full time and coverage remotely over the weekend.

Ms. Satta motioned to grant Ms. Davis a stipend of an amount to be determined out of State Aid in coordination with the Library Director for compensation and act of taking on Acting Director role. Motioned seconded and passed.

## **Old Business**

Ms. Farrar updated on her proposed holiday lighting plan for the Library building and grounds. She has not heard from the lighting contractor. She may propose purchase of lights by the Friends and ask the fire department to hang. She will also look into a commercial wreath purchase.

Ms. Satta noted that she is looking for the Trustee Handbook to get back to basics and get us more initiated and cohesive on our roles and access to resources.

She referenced the Trustee drive where the bylaws are uploaded and Ms. Tolson posted a doc about Library roles. If located, the Trustee Handbook should be digitally scanned if it is still relevant to make it more easily accessible.

Ms. Farrar has a Trustee Handbook that she will provide to us as a resource as well.

Ms. Satta asked if there was a date for a Fall book sale. Ms. Tolson said a date has not been agreed upon by the Friends.

Ms. Satta or Ms. Farrar will attend the next Friends meeting which is October 25<sup>th</sup>.

Town Meeting is November 6<sup>th</sup>.

#### **ACTION ITEMS:**

Discussion to remove Extra items from Employee Kitchen.

Discussion to reorganize Roche Bros Kitchen.

#### **New Business**

Ms. Satta discussed that Ms. Tolson's contract is up for renewal and Ms. Tolson would like to work for renewal of her contract. We will begin the process of reviewing for this.

Ms. Farrar is planning for a Galentines event with Ms. Silverman. She proposes to hold this the week of Valentines and tie into Barbie events.

Ms. Farrar suggested we have the Jewish Holocaust presenters back and is seeking a grant to have it back. She would like to work with the school to discuss showing for the high school as a field trip.

Ms. Tolson noted that payroll and time sheets submission has been updated from paper to an online system. Going forward Ms., Borst will send us the cover sheet and make hours/time sheet available upon request.

Next meeting is 11/14 at 7:30pm.

Meeting adjourned at 9:10 pm.