

Millis Public Library Board of Trustees Meeting Minutes

Tuesday November 14, 2023

Call to Order:

Ms. Laura Satta, Chair, called the meeting to order at 7:33 pm with Trustees Tricia Berube and Jennifer Farrar and Library Director Kim Tolson present.

Minutes for September 11, 2023 unanimously passed.

NB: outside of this trustee meeting there was a vote by unanimous written consent to approve the final amount of Esther Davis' bonus.

Director's Report

Funding

Ms. Tolson reported Personnel Funding Analysis. There is funding beyond the difference of on call and interim coverage. This can potentially cover any staffing short falls or contract renewal differences.

Facilities

HVAC

Ms. Tolson reports filter changes and biannual maintenance were being done on 10/23 and 10/24.

Ms. Tolson reports Renaud also spent time isolating a leak in one of the evaporator coils, which was affecting the heat in the building. Quote is \$3770. Ms. Tolson is working with the town to see there is town funding for this repair. Repair needs to be done as it affects heating system.

ACTION ITEM: Ms. Tolson to ask if an inspection to be done of remaining coils and any plan that should be made to repair others.

Doors

There was a repair done to one of the handicap buttons that was non-functional. Ms. Tolson waiting on the invoice for this repair.

Ms. Tolson reports that a company coming at the beginning of December to look at the general issues the library has been having with the entry doors (as detailed in the capital request that was approved at Spring Town Meeting). Ms. Tolson reports Mr. John Engler, Director of Operations, is trying to be present at this meeting This is follow up to two companies evaluating last winter. One was not able to work to the scope of our project and the second has not provided a quote.

Lighting Project

Ms. Tolson reports funding for the second phase of the lighting project was approved at Fall Town Meeting. Ms. Tolson reports our contact at Prism has changed and they are putting together an updated detailed proposal from Prism.

Exterior

Ms. Tolson reports that we received a quote for the plank siding at three entrances where the siding needs attention the most due to mildew growth. Ms. Tolson reports we do not have funding left for this budget year to address this but this is a capital request that will be included for the next budget cycle. Recommendation is for something more opaque to cover the staining and protect the wood from further damage.

ACTION ITEM: Trustees recommended Ms. Tolson obtain other two quotes before 1st quarter 2024 for next budget cycle for capital planning.

Programs & Services

Past Programs

Middle School Programming has been going strong. We hosted three programs in October. Two programs, an Anime Night and a Movie Night (Tower of Terror) each had 6 attend. Paint Pumpkins had 14 attend. Scrapbooking took place at the beginning of November and had 8 attend.

The fall session of Creative Dance wrapped up another successful run, with an average of 49 people each week during two weekly classes. This is funded by an organization in Walpole that funds library programs.

Regular Adult programming continued this month with 7 at the Board Game Club, 16 at Memory Cafe, 7 at the most recent Short Story Book Club meeting. Friday movies had low attendance the second half of October.

Upcoming Programs

- Tue. 11/14 at 7pm – Author and Podcast Host Jeff Belanger presents The Fright Before Christmas
- Thu. 11/16 at 6pm – Board Game Night
- Fri. 11/17 at 6:30 pm – Teen Origami
- Sat. 11/18 at 7 pm – Yellow 45 Musical Tribute (funded by Millis Cultural Council)
- Mon. 11/20 at 10:30 am – Millis Memory Cafe
- Fri. 12/1 at 6:30 pm – Gingerbread Houses for Middle School
- Fri. 12/8 at 6:30 pm – Color and Chill

Ms. Tolson reported and shared that there is a new public-facing catalog, which has a different homepage for each library in Minuteman. Ours is millis.minlib.net if you want to take a look. The staff is working on customizing it and will update the links on our webpage in the next couple of months. The old catalog will still be available through the end of June.

Millis Reads Planning will kick off on 11/15. The planning committee this year is Esther Davis, Rachel Silverman, Sandra Elaine Scott, Art Payne, and Jennifer Farrar. Ms. Farrar to assess how we can involve the schools.

Outreach

Ms. Tolson met with the new COA Director Anne Marie Gagnon and they are excited to collaborate more between our two departments. Ms. Tolson reports that Ms. Davis and Ms. Divver are going to be leading a class at the Senior Center later this month on using online Library resources.

This month, Ms. Silverman has led class visits at the Library for all the first grade classes from Clyde Brown and signed them up for Library Cards.

Personnel

Ms. Tolson reports that staff have been attending trainings on the new catalog and how to assist patrons with navigating the changes. They have also been completing the required conflict of interest training online. Library Trustees need to complete this training as well.

Other

The Select Board voted to close Town Offices and the Library at noon the day before Thanksgiving (Wed. 11/22). Library will be closed through that Sunday, reopening on Monday 11/27/23

Ms. Kaycee Conover is going to be helping with the digitization project in the archives, using the remaining Dell EMC grant funding that the Friends manage. The next step in the project is to make the Town Reports and Yearbooks we have digitized available online. Ms. Tolson has identified a good free option for hosting our items and created an account (Internet Archive – archive.org). Ms. Conover will finish setting up the digital library and begin importing the pdf files and metadata.

Friends of the Library

Ms. Satta attended the October meeting and reported they are working on their holiday party for the end of the year. Looking at holding this potentially as their last meeting of the year.

Next meeting Friends is expected to be 11/29

Old business

Ms. Farrar presented that she is reviewing for a 5' wreath for fire department to hang, and is figuring out how to light it and light it remotely. This is to be hung on the chimney. Ms. Tolson recommends talking to the fire department to find out how it is hung so it does not damage the chimney and where we store it off-season. Ms. Farrar will be measuring to find out what size is appropriate. Ms. Farrar will research further.

Ms. Farrar is still pursuing options for lighting the courtyard.

New Business

Director contract negotiation - Ms. Satta met with Mr. Guzinski and Ms. Demarzo, in HR for the Town, and it was advised that Ms. Tolson should present her proposal of her contract requests and provide goals to date of current year and accomplishments this year and past years in this contract period. Contract review and negotiation should include market comparison information for similarly sized library/towns.

ACTION ITEM: Ms. Tolson to work on her proposal to be presented at the end of November/beginning of December to the Trustees on a date to be determined later.

Motion to adjourn moved and seconded at 9:10 pm