

Millis Public Library Board of Trustees Meeting Minutes

Tuesday December 5, 2023

Call to Order:

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

October and November minutes were unanimously approved.

Director's Report

Funding

FY24 Budget

Ms. Tolson reported that budget for periodicals is over expected as several subscriptions have increased and one renewal was for two years and is being corrected to one and this money will come back to us.

Ms. Satta noted that we were almost ½ way through our budget year.

Facilities

HVAC

Ms. Tolson reported that Renaud completed the HVAC repair, which consisted of a replacement of the evaporator coil for the mini-split in the Children's Program Room. This repair will be covered by capital funds approved at fall town meeting for HVAC repairs in town buildings and will not come out of our regular budget.

Ms. Tolson spoke with the technician and there are 18 coils in the building, and there is not an inspection method. The technician's suggestion was to reach out to manufacturer, Mitsubishi, to see if there is an issue with the part as this is earlier failure than issue.

ACTION ITEM: Ms. Tolson will be reaching out to Mitsubishi re the part issue.

Lighting Project

Ms. Tolson reported that Prism conducted a site visit on 11/29 to assist them in putting together an updated proposal for the remainder of the lighting replacements.

Exterior

Ms. Tolson reported Aqua Barriers visited on 11/29 to look at the needed roof and gutter repairs (capital project) and will be getting back to us with a proposal.

Ms. Satta and Ms. Farrar discussed that we could ask our State Representatives to request funding for lighting project if quote was over approved budget. Both reported this may need to be requested via the Select Board and the state budget request may need to be requested in the first quarter.

Programs & Services

Ms. Tolson reported on programming:

Past Programs

- 38 people attended The Fright Before Christmas with author and podcast host, Jeff Belanger on 11/14
- Teen Origami on Fri. 11/17 had six attend.
- On Sat. 11/18 the library hosted a musical performance, Yellow 45 Musical Tribute, which was jointly funded by Millis Cultural Council and the Friends. 27 people attended.

Upcoming Programs

- Fri. 12/1 at 6:30 pm – Gingerbread Houses for Middle School
- Fri. 12/8 at 6:30 pm – Color and Chill
- Sat. 12/9 at 12 noon – Dungeons & Dragons for Teens/Tweens
- Wed. 12/13 at 4 pm – Preschool Winter Craft
- Fri. 12/15 at 6 pm – Teen Movie Night: Home Alone
- Sat. 12/16 at 1:30 pm – Copley Cats (Friends will also be holding a pop-up book sale)
- Tue. 12/26 at 2pm – Bingo and Trivia for Kids
- Wed. 12/27 at 10:30 am – Stacey Peasley Children's Concert
- Wed. 12/27 at 3pm – Winter Craft
- Thu. 12/28 at 2:30 pm – Lego Kits
- Fri. 12/29 at 6 pm – Teen Anime Night: Spy X Family
- Fri. 1/5 at 6:30 pm – Paint Bookends for Middle School

Ms. Jamie Staraitis will be leading a free weekly Salsa class at the Library starting Wed. 12/6.

Millis Reads Planning is underway and the committee is finalizing the book selection. The theme this year will be "The Language of Food." Ms. Farrar has reached out to the school libraries for coordination as appropriate.

Ms. Tolson reported the committee would like to finalize the book at the next meeting and introduce the program and book in January.

Outreach

Ms. Esther Davis and Ms. Patsy Divver presented at the Senior Center on 11/28 about using online Library resources. Six attended and got set up with the Minuteman App and Libby. Ms. Tolson reported the library is moving forward with setting up a monthly tech program at the Senior Center. Ms. Divver is doing a monthly book club with the Senior Center.

Friends

The Friends met on Wed. 11/29. Ms. Farrar attended and provided an update to the board.

OLD BUSINESS

Ms. Farrar has been contacted by companies regarding doing lighting for the holidays.

The Trustees discussed the intent of the exterior lighting plan and requested that Ms. Farrar put together a written proposal for the project.

ACTION ITEMS: Ms. Farrar to prepare a shared document on ideas for the exterior lighting including several budget options

NEW BUSINESS:

Ms. Satta discussed that it is time for end of year holiday gift cards for staff - This is paid out of gift fund and not state aid, therefore it will be approved by invoice.

Ms. Satta discussed that we could do luncheon on a Tuesday before holidays.

Ms. Satta motioned to approve up to \$500 out of State Aid for holiday lunch - details of date to be confirmed outside of meeting. This was seconded and unanimously approved.

Ms. Satta confirmed that our calendar indicates our next Trustee meeting is 1/9.

Meeting ended and trustees went into executive session to discuss contract review for Ms. Tolson.

Meeting adjourned in executive session at 9:50 pm.