

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

Tuesday January 9, 2024

### **Call to Order:**

Ms. Laura Satta, Chair, called the meeting to order at 7:09 pm with Trustees Ms. Tricia Berube and Ms. Jennifer Farrar and Library Director Ms. Kim Tolson present.

December minutes were unanimously approved.

### **Director's Report**

#### **Funding**

##### **FY24 Budget**

Office supplies was over because there was a large order that needed to be placed. Any additional expenses will need to be reclassified as they come along.

##### **FY25 Budget**

Ms. Tolson reported she is working on a draft of the budget for FY25. Town is asking for a level service budget this year. This is the last year we can submit the Marijuana impact fund requests. As a reminder, the presentation to the Select Board scheduled for 2/5 at 1:30pm.

Ms. Tolson reported she is compiling data on the value add that the marijuana impact funding is providing in teen/pre-teen programming and the extra staffing hours that also allow the entire population to attend the library.

Ms. Farrar inquired about the Califa Rural Gateways Grant was and it is a STEM related grant.

ACTION ITEM: Annual report is due in March after the budget process. The Town will send documents to be filled out to prepare. Ms. Tolson and the Trustees will write separate statements for the report.

#### **Facilities**

##### **HVAC**

Ms. Tolson reported another coil leak was discovered in the area just inside the parking lot entrance. This is the fifth coil we have had a problem with since January 2023. Heat to the whole RBCR wing was affected. This repair (\$7,155 to diagnose the issue and \$2,295 to replace the coil) 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 called Mitsubishi, the manufacturer, to see if this is a known issue and they said there is no known issue. Our HVAC company did not have any inside information on the failure rate of these coils and Mr. John Engler did not have any insight either. Ms. Tolson will consider the projected cost of the anticipated failure of the remaining 13 coils as she prepares the 2025 budget.

##### **Lighting Project**

Ms. Tolson reported Prism sent an updated proposal for the second phase of the lighting replacement project. The total project cost was quoted at \$95,059. Eversource will reimburse some of that. The amount approved at Town Meeting for this project was \$110,000 so we are comfortably under budget for the project. Next step is for the Select Board to approve the contract; Ms. Tolson is waiting to get back from Prism with some minor changes to the contract.

## Exterior

Ms. Tolson reported Aqua Barriers discovered the issue with the leaking gutter at the parking lot entrance is that the solder joints above the gutter on the flat area of roof are splitting. They did a temporary repair (for \$390) and sent a proposal for the longer-term solution as well as repairing the flat roof in the courtyard. See attached. Again, these repairs are to be funded by the capital funds from Spring 2023 Town Meeting. Repairs will need to be done in warmer weather.

## Programs & Services

Ms. Tolson reported on programming:

### Past Programs

- The weekly Salsa class at the Library began Wed. 12/6 and had 22 people attend. Since then, between 9 and 12 have attended each week.
- Teen Programming this past month included a Dungeons & Dragons Campaign for Teens and Tweens on 12/9. Only two of the five who were signed up attended but the individual who led the program reported that they enjoyed the program. Teen Movie Night: Home Alone on 12/15 had 7 attend.
- Copley Cats performed on 12/16 for 53 people.
- Stacey Peasley performed on 12/27 (during winter break) to a full house of 95 people. Other winter break kid's programs included Bingo & Trivia on 12/26 (19 attended), a winter craft program (6), and Lego Kits (18).

### Upcoming Programs

- Fri. 1/5 at 6:30 pm – Paint Bookends for Middle School
- Tue. 1/16 at 7pm – Writer's Space: This is a new monthly program that Esther will be leading.  
"Join us monthly for a loosely focused gathering of writers. Share ideas, frustrations, lyrics and triumphs. Laugh, cry, and look cross while you think it out.  
Each month we will discuss or (not discuss) a prompt given the month before. Free write or finish your masterpiece. We don't even care if you doodle nonsense.  
We just want to see you put pen/pencil/stylus/keyboard to page/paper/screen/program and have some light refreshments."
- Fri. 1/19 at 6:30 pm – Super Smash Bros for Middle School
- Sat. 1/27 at 12 noon – A Novel Occasion
- Fri. 2/2 at 6:30 pm – Valentine's Day Gingerbread Houses for Middle School
- Fri. 2/6 at 6pm - Watercolor Valentine's Day Cards by Pop Up Art
- Fri. 2/9 at 7pm – Galentine's Party: Ms. Farrar reported that she needs to make a poster. Ms. Silverman and Ms. Neville will be working and will each prepare a craft. Ms. Farrar has asked the Friends to host a separate but related yarn bombing in pink. Event will begin at 6 pm and then a viewing of the Barbie movie at 8 pm. Ms. Farrar plans to include an icebreaker at the beginning. Ms. Farrar look into having a copy of the DVD held for viewing that day.
- February 3<sup>rd</sup> will be the installation of the yarn bombing per Ms. Farrar, with the assistance of Ms. Erin Underhill

Millis Reads – As mentioned previously, the theme this year is “The Language of Food.” The “main course” will be Eight Flavors by Sarah Lohman. Ms. Tolson reports the committee will announce the program when the copies of the book we have ordered come in. Programs so far include a virtual author talk with Sarah Lohman, Kid's Cooking Classes, film screenings, a call for favorite recipes from the community (which will be bound in a cookbook), and a cookbook club.

Ms. Satta recommended reaching out to Tangerini's Spring Street Farm to discuss opportunities to collaborate. The Trustees discussed the opportunity to have Ms. Lohman come to discuss her current book and new book.

ACTION ITEM: Ms. Farrar to research the guidelines on posting pictures from library events

### **Friends**

The Friends did not meet in December. Next meeting will be Wed. Jan. 24 at 6:30 pm.

### **OLD BUSINESS**

Ms. Satta asked about Millis/Medway map in history room, which needs to be hung up. Ms. Tolson will ask Mr. Engler about.

ACTION ITEM: Ms. Tolson to call Mr. Engler about handing the map this week.

Ms. Satta asked about any plans for update of Teen room. Ms. Tolson reports that we are looking to refresh the furnishings but keep a similar layout. Looking for more lounge style furniture.

Ms. Satta asked about the potential reviving of the Spanish Immersion buddy program. Ms. Farrar reported that this has been approved with the schools. This is Miss Izzy Doherty's Senior Project.

Ms. Satta asked about any upcoming staff training. Ms. Tolson is looking for opportunities.

### **NEW BUSINESS:**

Ms. Satta raised that as we are in a contract negotiation year, we do a reflection of past year, goals that had been set and look forward to 2024 to set goals and tone for the coming year.

Trustees entered executive session to discuss succession planning for future years.

Meeting adjourned at 8:38 pm.