

Millis Public Library Board of Trustees Meeting Minutes

Tuesday February 13, 2024

Call to Order:

Ms. Laura Satta, Chair, called the meeting to order at 7:04 pm with Trustees Ms. Tricia Berube and Ms. Jennifer Farrar and Library Director Ms. Kim Tolson present.

Motion to approve January minutes was unanimously approved.

Ms. Tolson presented the Director's report to the Trustees.

Funding

FY24 Budget

Ms. Tolson reviewed the budget with the Trustees. No changes to discuss from last time. Discussion occurred regarding budget for future office supplies. Ms. Tolson explained if the cost of toner goes over budget, we would pay from gift fund as that is where we collect patron's fees for copying. Ms. Farrar asked if we periodically assess the periodicals and removed once that are not circulated as much. Ms. Tolson confirmed that this is done annually based on patron interest and if particular periodicals were no longer in print.

FY25 Budget

Ms. Tolson reported the Select Board presentation on 2/5/24 went well. Our presentation to the Finance Committee is scheduled for 2/15/24 at 8:15 pm. Capital Planning Committee is tentatively scheduled for 3/7/24. The meeting is at 7pm but at the time of this board meeting, Ms. Tolson was not aware of our presentation time.

The Trustees and Ms. Tolson discussed the options for funding teen services after the marijuana impact fund expires in the next fiscal cycle.

Ms. Farrar requested that Ms. Kim Borst take the MBLC State Aid training if she has not had recent training so she is familiar in her position. Ms. Borst recommendations regarding use of State Aid as part of her role.

Ms. Tolson reported the Town Administrator's Office is looking to consolidate the budgets for repairs and maintenance for Town buildings for next budget year. Ms. Tolson reported we would potentially having the "Building Repairs" and "Maintenance Contracts" lines removed from our

budget. Ms. Tolson met with building department heads recently. This is part of the new maintenance program with coordination of maintenance of the town building and to more accurately show what the cost is to maintain Town buildings. Ms. Satta recommended reviewing MBLC to assess how this is typically handled. The Trustees and Ms. Tolson discussed Trustee concerns regarding how this will be budgeted and concern about prioritization of repairs. Ms. Tolson did state that this had previously been a Town budget item but had changed several years ago and was now being changed back. Ms. Tolson mentioned concern about other line items being moved to the town budget.

ACTION ITEMS: Trustees suggested draft an email from the Trustees with any questions we have for the Town. Confirm when this budgeting chance is to occur. Ms. Tolson will review if this impacts any of our State Aid and Materials budget.

Discussed as well that Ms. Tolson will confirm the weather day process as previously the Town notified her directly before broadcast to the full town and this had not occurred during this most recent storm.

Facilities

Lighting Project

Ms. Tolson reported that Select Board approved the proposal from Prism. Prism has done an initial site visit to kick off the project and have begun ordering materials. Work will be scheduled to begin once they have delivery dates for materials.

HVAC repair is completed and full system is operational at this time per Ms. Tolson.

Ms. Farrar presented that the Roche Brother Room TV stopped operating during the Barbie movie and Ms. Tolson will investigate the issue and further address. Ms. Tolson noted that the TV is already part of the capital requests.

Programs & Services

Ms. Tolson provided the following updates on programs and services:

Past Programs

- Fri. 1/5 at 6:30 pm – Paint Bookends for Middle School: 9 attended

- Tue. 1/16 at 7pm – Writer’s Space: This was the first meeting and started out small with 2 attendees. Hoping to grow the program!
- Fri. 1/19 at 6:30 pm – Super Smash Bros for Middle School: 8 attended
- Fri. 2/2 at 6:30 pm – Valentine’s Day Gingerbread Houses for Middle School: 11 attended
- Fri. 2/6 at 6 pm – Watercolor Valentine's Day Cards by Pop Up Art: 8 attended. This program could accommodate 12 and registration was full but several people who registered did not show up.
- Fri. 2/9 at 7pm – Galentine’s Party

Upcoming Programs

- Fri. 2/16 at 6:30 pm – CD Sand Art for Middle School
- Tue. 2/20 at 2:00 pm – Abrakidabra with Magician Mike Bent!
- Wed. 2/21 at 10:00 am – Lego Kits
- Thurs. 2/22 at 5:54 pm – Family Movie: Ratatouille (Millis Reads)
- Fri. 3/1 – Sun. 3/3 – Friends Book Sale
- Wed. 3/6 at 10:10 and 10:50 – Creative Dance 8-week session begins
- Fri. 3/8 at 6:30 pm – Color and Chill

Millis Reads –

Ms. Tolson provided an update on progress. Copies of the book are available (print and downloadable) and the library will be announcing the full program schedule in the next week. Ms. Tolson reported the main book has been announced and 20 copies of the books have gone out. Ms. Tolson is working with a local cookbook author on an in person cooking demonstration potentially in April or May. Ms. Farrar is also working with Ms. Doherty that the schools.

April 25th –Author Sarah Lohman to come virtually and there will be live Q&A.

Friends

The Friends met on 1/24/24 at 6:30 pm. Ms. Tolson was not able to attend. The meeting reportedly was mainly going over final details for their “A Novel Occasion” fundraising event. This was held on 1/27/24 and it went very well. Ms. Tolson reported expecting a report at the next meeting, which will be 2/28/24 at 6:30 pm.

Professional Development

In lieu of bringing someone in to do an all-staff training, Ms. Tolson would like to give all staff the opportunity to attend Massachusetts Library Association’s (MLA) Annual Conference. It is being held in Framingham on Monday 5/6/24 and Tuesday 5/7/24. This will allow staff to

attend sessions on a wide variety of topics as well as benefit from opportunities to meet other Library workers in the state. Ms. Tolson is reviewing the need to close for a partial or full closure day for training. This training will come out of the professional development budget.

Old business

Ms. Farrar raised discussion regarding guidelines/policy posting photos take of patron events in the library. Ms. Farrar will follow up on researching this item and report back.

New Business

Meeting entered executive session to discuss Director's annual review.

Meeting adjourned an 8:30 pm.