

Millis Public Library Board of Trustees Meeting Minutes
Tuesday March 12, 2024

Call to Order:

Ms. Laura Satta, Chair, called the meeting to order at 7:02 pm with Trustees Ms. Tricia Berube and Ms. Jennifer Farrar and Library Director Ms. Kim Tolson and guest Becky Hughes present.

December minutes were unanimously approved.

Minutes for February unanimously approved.

Trustees and Director welcomed Ms Hughes as a guest to our meeting. .

Director's Report

Funding

FY24 Budget

Trustees and Directors reviewed items that were current budget items

FY25 Budget

Ms. Tolson reported that the presentation of Capital Requests to the Capital Planning Committee on 3/7/24 was very straightforward. They are aware that we are basing our request on the Facilities Condition Assessment we had done in 2022 and didn't have many questions about this year's request.

Ms. Satta asked if there would be any feedback before Town Meeting. Ms. Tolson indicated we typically do not hear feedback before Town Meeting.

Ms. Satta inquired on which gutters we had asked for repair of and Ms. Tolson reported they are the ones in the courtyard

Ms. Farrar asked about Marijuana funds and how long they will be available and Ms. Tolson reported we have it in FY 25, but beyond we will need to look for funding. State Aid is not a typically suitable funding for long term items as the amount is not guaranteed year over year.

Facilities

Lighting Project

Work was reported to begin on 3/11/24. This is Phase two and Ms. Tolson reported Mass Saves is covering approximately \$9,000. The project will update to LED, provide a new control system, will have occupancy sensors.

Technology in RBCR

Ms Tolson spoke to Rebecca about the issue that occurred with the TV during the Galentine's event and suspect it was due to user error. There is a problem with the connection between the wall panel where users can connect their devices and the TV's HDMI port, which impacts the use of that panel. Ms. Tolson can see that the HDMI connector on the cable is bent. Ms. Tolson coordinated with John Engler this week to have the TV taken off the wall to be able to see what needs to be replaced and will be ordering the needed cable. It was noted that the DVD player is working.

New TV is an expected ask is on the list for Capital Planning

ACTION ITEM: Test technology prior to Millis Reads Author Event

ACTION ITEM: Look to add ask list for future meeting and review capital planning items for funding request from Friends. There is a list on the drive. Plan to discuss in April and prioritize asks

Programs & Services

Ms. Tolson presented on Past Programs

- Children's programming is going well. February vacation week programming was well attended, in particular Mike Bent's Magic Show, which has 123 in attendance! Songs and Stories has been very well-attended, with 30-40+ regularly attending. Attendance for Big Kid Storytime has been spotty. As most of the attendees are in the lower half of the current age range (4-7) Rachel is planning to rebrand it as "Preschool Storytime" for 3-5 years old and see how that goes. This will be the suggested age but it will still be open to all ages.
- There has been one Middle School program since the last meeting, CD Sand Art for Middle School, which had 8 attend.
- We had our best turnout so far for February's Memory Cafe with 23 people attending. There was good mix of return attendees and new people. March will have a DJ for music per Kim
- Our first Millis Reads program for adults, A Celtic Chocolate Celebration with Kim Larkin, was a big hit. 27 people attended and we got lots of positive feedback.

Upcoming Programs

- Fri. 3/8 at 6:30 pm – Color and Chill
- Tue. 3/12 at 7 pm – Writer's Space
- Fri. 3/15 at 5:30 pm – Teen Movie Night: Barbie
- Thu. 3/21 at 6:30 pm – Board Game Night for Adults
- Sat. 3/23 at 2 pm – French Omelettes with Marc Sievers
- Mon. 3/25 at 10:30 pm – Millis Memory Cafe featuring Mike Tamara
- Fri. 3/29 at 6:30 pm – Mindful Coloring for Middle School
- Fri. 4/5 at 6 pm – Teen Anime Night

Friends

The next Friends meeting will be Wed. Mar. 27 at 6:30 pm.

Outreach

Ms. Tolson reported The Regency at Glen Ellen has a monthly newsletter and she has worked with the editor this month to do a feature on the Millis Public Library highlighting services that would be of interest to their population. Since the beginning of the month, the library has received quite a few new card registrations and questions about other services (museum passes, programs, eBooks, etc.)

Ms. Rachel Silverman and Ms. Tolson both participated in "Read Across America Day" at Clyde Brown, along with many other town employees.

Ms. Silverman is working on a project with the fourth grade classes to plan and present Elephant & Piggie reader's theater performances for younger grades.

Millis/Medway News did an article that included the Millis Memory Cafe

Professional Development

The Massachusetts Library System (MLA) has revived their Leadership and Management Section and Ms. Tolson attended the first (virtual) meeting. Ms. Tolson believes it will be great avenue to discuss topics/issues that we are dealing with in Millis with other directors and library leaders.

Five staff members would like to attend the MLA conference this year. Total cost would exceed the Professional Development line item by \$305. Ms. Farrar asked about coverage for those days.

Motion was approved to approve to \$500 from state aid to cover training.

Ms. Satta proposed that if other staff had training and couldn't attend.

Other

Ms. Tolson in a newly formed Digital Content Strategy Task Force for the Minuteman Library Network. The goal of the task force is to evaluate the roles of the Digital Content. Ms. Tolson reported it is a Working Group (who buy Overdrive/Libby content for the network) and Advantage buyers (Libraries individual purchases of content) and if we want to make any changes.

Ms. Tolson reported in recent months, there has gradually been a substantial increase in the population of teens using the Library after school and in the evening, which has been great to see! However, with this, there has also been more frequent need for staff to address unwanted behaviors (making messes with trash/food, excessive noise, inappropriate displays of affection). Ms. Tolson reports the library has been reviewing our procedures around how to respond and I have asked desk staff to make a habit of walking through the building regularly when there are groups spending time in the Library. Ms. Silverman is also planning on reviving a teen advisory/volunteer group in late March, which will provide a positive outlet for some of this energy.

Future Agenda item discussed - discuss ways to maintain staffing and safety of teen use of the library

Ms. Tolson is looking to set dates for the Volunteer Appreciation and Garden Cleanup events. I'd like to consider the following dates and am open to other suggestions.

- Garden Cleanup: Sunday March 24 or Saturday, April 6
- Volunteer Appreciation: Sunday, April 28
- Kim is on vacation through 4/20
- Beautification - 4/27

Old Business

Building Maintenance and repairs - Ms. Satta inquired how this work in other libraries on a list serve for trustees - It appears there is precedence for it - Reviewed that under mass general law, we are the custodians of the library - Trustees share same concerns and discussed having a memorandum of understanding written up

Ms. Tolson reviewed at from a state aid perspective and does not believe there is concern about funding if taken out of our budget. She spoke with Medfield and Medway whose budget is centralized - and they recommended that the process also be confirmed in writing.

Ms. Tolson reminded Trustees that utilities always go through town and it would be Building repairs and maintenance that would be moved back to the town. She reminded Trustees that often this is an item we are over budget and have to fund from elsewhere in the budget

ACTION ITEM - Set up a meeting with the town to discuss the process. Laura to reach out to schedule meeting with the town

New Business

Ms. Farrar reminded that we are reviewing photography policies and social media posting. Trustees to discuss at next meeting

April 25th Sarah Lohman - coming to speak virtually

Program schedule is set for Millis Reads - Taste of Millis - Ms. Tolson and Ms. Farrar noted they would further discuss this part of the program and how we could

Ms. Satta expressed interested in creating Millis reads connection to Tangerini's Spring Street Farm as there is a culinary/food theme this year.

Taste of Millis is in June -

Ms. Satta inquired about Room use calendar as it sometimes says busy without detail. Ms Tolson will look into

Next meeting is 4/10.

Our guest was excused and thanked for joining us and meeting went into executive session to discuss Ms. Tolson's annual review
Meeting was adjourned approximately 8:30pm