

Millis Public Library Board of Trustees Meeting Minutes

Monday March 18, 2024

Call to Order:

Ms. Laura Satta, Chair, called the meeting to order at 12:04 pm with Trustees Ms. Tricia Berube and Ms. Jennifer Farrar and Library Director Ms. Kim Tolson present as well as Finance Director Carol Johnston and Town Administrator Mike Guzinski.

Agenda for discussion:

Shifting building maintenance budget line item to town budget

It was discussed that Karen Bouret is building administrative manager liaison between -custodial staff and is involved with Jim McCay

Mr. Guzinski reported the town looking to consolidate building maintenance - It had previously been consolidated and the prior interim town manager had decentralized budget.

Ms Farrar asked what would happen if maintenance issue came up. Mike said Ms. Tolson would get quotes and bring to Town

It was discussed that there would be a threshold that the Library Director would be able to approved based on needs of library and emergent nature of expenditure. It was discussed that Mr. Guzinski agreed to create an memorandum of understanding to outline cost levels that the Library Director could approve independently. The Trustees will follow up on this documentation.

Ms. Satta asked will we still have a library budget for maintenance. Mr. Guzinski. started the Library would still have proposed small budget but anything over several hundred goes to building repairs

If money leftover at end, which is not typical, (usually a deficit), would reach out with that amount to the buildings and assess a list of non urgent repairs held for when funding available.

Meeting adjourned approximately 1 pm