

Millis Public Library Board of Trustees Meeting Minutes

Tuesday April 23, 2024

Call to Order:

Ms. Satta, Chair, called the meeting to order at 7:07 pm with Trustees Tricia Berube and Jennifer Farrar and Library Director Kim Tolson present.

Motion

3/12/24 and 4/4/24 minutes unanimously approved

Directors report - Ms. Tolson provided a high level review as Trustees were provided the report ahead of time as is customary

Budget - It was reviewed the new TV for the RBCR will be paid for our of state aid as voted on 4/4/24 and rest of media project is on the capital request plan

It was discussed that we would review smaller capital items to request funds from the Friends for.

Ms. Farrar recommended looking for an opportunity to name items for donation

Ms. Tolson reported that Lighting being completed this week after obtaining a piece of equipment to completed

Ms. Tolson is still reviewing bids for the TV - will follow up with Trustees when received full information

Ms. Tolson reported for the Thursday Millis Reads Author event we have a 65 in TV from Jim Donovan (IT for the Town) and he will temporarily set up . Current registration is 11 people - It was recommended to share out the advertisement on social media

Programs - reviewed the calendar of events in the Director's report

Friends book sale - Ms Satta to work with local scouts to volunteer again with the close out

Next Friends meeting is 4/24

Ms. Tolson reported that AP exams and senior projects will be using the RBCR over the course of the month of May. Memory cafe will be at COA this month to accommodate the AP exams and sr projects

Volunteer appreciation breakfast is June 1st at 10 am

Ms. Farrar read the following proclamation into the minutes to honor Ms. Satta on her last meeting as a Trustee prior to election:

WHEREAS, Laura Satta, Chairperson of the Board of Trustees of the Millis Public Library is retiring, presiding over her last Trustee meeting this day, the 23rd of April, 2024; and

WHEREAS, Ms. Satta gave generously of her time and talents, serving two consecutive terms as an elected official of the Town of Millis, Massachusetts; and

WHEREAS, Ms. Satta implemented new processes and procedures to increase the efficiency and accountability of the Trustees of the Millis Public Library; and

WHEREAS, Ms. Satta has volunteered as a Friend of the Library, been an advocate for the Library, as part of the Garden Beautiful crew, and as a fundraiser for over ten years; and

WHEREAS, Ms. Satta has demonstrated leadership in the area of Public Relations sharing her expertise to enhance the Library's media presence; and

WHEREAS, Ms. Satta played an integral role in the negotiations and renewal of the Director's contract and stepped up to provide oversight of staff coverage during the Director's maternity leave unexpected leave of other staff.

NOW, THEREFORE, BE RESOLVED by The Board of Trustees of the of the Millis Public Library that Laura Satta be venerated and remembered for aforesaid contributions to the Millis Public Library and the Town of Millis.

BE IT FURTHER RESOLVED that the Board of Trustees takes great pleasure in recognizing the Ms. Satta's significant contributions, and herewith expresses its sincere gratitude.

BE IT FURTHER RESOLVED that this resolution be included in the permanent minutes of the Board and that copies be sent to Ms. Satta, The Town of Millis and posted at the Millis Public Library.

Discussed the project to digitized the archive documents. Ms. Tolson clarified that digitized means it has been scanned to a PDF. Ms. Tolson will provide us an update of what has been scanned and what is to be scanned. Ms. Tolson indicated the earliest town report we have 1886. Ms. Tolson indicated that the project should be completed in the coming weeks.

Ms. Farrar raised discussion of potential of Friends to fund the scanning of their documents

Ms. Tolson is to identify any holes in the year books that are being archived

Motion to approve out up to \$600 out of state aid for volunteer breakfast passed unanimously

Discussed that Ms. Linda Chiarizio was working with the Millis Reads to have a special tour of farm - geared towards adults - on a Friday stations with farm to table snacks - sneak peek.

Motion to approve up to \$220 to pay for staff lunch for Library Work Appreciation unanimously approved.

The meeting went into executive session to complete discussion on the directors goals for calendar year 2024.