

Millis Public Library Board of Trustees Meeting Minutes

Tuesday 6/18/24

Call to Order:

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

Minutes deferred to next meeting

Director's Report

Funding

FY24 Budget

Ms. Tolson presented final budget for FY24 and noted that we are done with purchasing and waiting for final orders and invoices to come in.

Facilities

Lighting Project

Ms. Tolson is still waiting for a date for Prism to come finish the few remaining fixtures. All parts are in but there was a delay in scheduling due to a death in the family of the lead electrician.

TV in RBCR

Ms. Tolson reported the new TV has been working perfectly for presentations and the recently resumed Friday Movies.

Ms Tolson and the Trustees discussed reviewing for next budget cycle when to push for remainder of the project. Discussed looking at the remaining media system as a whole instead piece meal unless something is needed to be replaced before next budget cycle.

Programs & Services

Past Programs

- The third Library Legends meeting was held on 5/28 and they did Cupcake Wars. 15 attended.

- Other recent teen programs included Painting Flower Pots (12), Origami (4), and Cloud Slime (14). Sarah Lohman presented (virtually) on 4/25 to an audience of 17 people.
- Tangerini's Farm Tour and Tasting on 5/31 was great and reached the 30 person capacity.
- We have a volunteer, Jey Barry, leading a Dungeons and Dragons campaign with Ms. Silverman this summer for teens and young adults (15-25).
- Girls Who Code had their final meeting and presented their project to families on Wed. June 5th.

Upcoming Events

- We have a new Summer Reading Bingo program for Adults.
- Two youth summer reading programs will be returning this year, the Summer Reading Store and Battle of the Books.
- Teen Tie Dye (Fri. 6/14 at 6:30pm)
- Millis Memory Cafe (Mon. 6/24 at 10:30 am)
- Creative Corner (Thursdays at 4pm starting 6/27): A new art club for younger kids (rising 1st to 3rd grade)
- Resin Duck Hunt: A Library Legends Event for Middle & High School Students (Thu. 6/27 at 6:15pm)
- Deep Fakes and AI Media with Joshua Glick (Thu. 6/27 at 7pm) – Virtual
- Stacey Peasley Concert (Fri. 6/28 at 10:30 am)
- Toddler Water Playtime (starting Wed. 7/3 at 10am)
- Taylor Swift Musical Bingo (Thu. 7/11 at 6:30 pm)

Outreach

- Ms. Silverman led a Songs and Stories program at the Millis Health Fair on 5/18.
- The Library and Friends had a table at the Taste of Tri-County on 6/11. We brought a selection of food-related books and items from the Library of Things along with a mobile checkout station. People could also register for a library card or become a Friends member.

Friends

The Friends met on Wed. June 12 at 6:30 pm. They discussed next steps for recruiting high school volunteers for various projects and finalized dates for the Fall Book Sale (Oct. 18-20).

The Friends will meet next in September.

Personnel

Kaycee Conover has given her notice for her On-Call position and will also be ending her work with the Library Archives after next week.

It will be posted to replace this on-call position.

Other

Ms. Told reported the Volunteer Appreciation was lovely and very well-attended this year, with 30 people.

Ms. Tolson put a checklist for new trustees and gave Ms. Hughes an orientation of the library.

Old Business

Ms. Farrar to speak to Mike Guzinski about the Memorandum of Understanding regarding the Building Repairs budget.

Benches in the courtyard - Ms. Tolson has asked Mr. Engler to take care of the splintered bench. Existing tables were donated.

New Business

Discussed strategic planning and building. Focus groups for various segments. Board to invite group of people to be on the group

Consultant is needed for this review. The last time it was voted to use out of state aid - solicited 3 quotes last time. This consultant leads focus groups. Ms. Tolson will obtain 3 quotes.

Reviewed that Trustees will provide recommendations for the list of people before July 9th meeting. A spreadsheet will be created on the shared drive to compile this

Strategic plan is required for MBLC to apply for state grants and is best practice.

Action item: Ms. Farrar to start a spreadsheet for potential focus group participants

Ms. Hughes reported she met a brand ambassador for New England Coffee and discussed if we needed support for memory cafe, they would supply coffee items. They have a truck that could come to events and it was discussed that would be something to consider for events like the Friend's Book Sales. Ms. Hughes will continue to follow up on this.

Libby has a book truck they bring -Ms. Tolson indicated she believed it may have been scheduled out in the future.

Ms. Tolson reported that there had been a behavior incident by a school age child in the library. As per our typical protocol, Ms. Tolson reached out to the school resource officer. The resource officer was new to the school this year and we discussed inviting him to a future meeting.

It was confirmed our future meetings are 7/9/24; 8/6/24 and 9/10/24

Executive session to complete the goals for 2024 and they are finalized and unanimously approved.

Meeting adjourned approximately 8:20 pm