

## **Millis Public Library Board of Trustees Meeting Minutes**

Tuesday 7/11/24

### **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 for 3/18/24, 4/23/24, 5/14/24, 6/18/24 were unanimously approved

### **Director's Report**

Ms. Tolson presented the Directors report including budge,.

Ms. Tolson discussed that building repairs was moved to town budget but some was in our budget to cover small repairs the library doesn't need prior Town approval for. Ms. Farrar asked how the town calculate that and Ms. Tolson will ask about maintenance contracts. Ms. Tolson will email town to confirm if that has to be in town budget, will cc Ms. Farrar and maintain as documentation

Lighting is done. There is still work to confirm why the old system is still controlling some. This is beyond the scope of the project - Ms. Tolson explained external lighting is part of capital planning budget for this year and may be able to have that win scope of project.

Ms. Tolson reported on the Teen Room. Rearranged for better use. New proposed tables will not have charging but Ms. Tolson indicates that the teen population does not use the tabletop charging stations presently .

Ms. Tolson reported a future capital request for carpet will wait to ask for funds for updated flooring in the teen room - maybe something more durable for long term use.

Furniture proposed for teen room is from Demco and Broadart - Mass Higher Ed Consortium vetted for .

Programs and upcoming events were highlighted

Strategic planning - Ms. Tolson met with two consultants spoke with 4 total and waiting for quotes

Ms. Hughes started the list for the potential participants from the town with variety of diverse population

Trustees are to add more people to list.

Ms. Tolson should have proposals by end of month, so we can choose in August and move forward.

Suggestions in planning committee meeting prior to August meeting. 8/6

Ms. Tolson thinking to have people as well representing those people who don't use the library for input

Next steps: contribute to document to create roster of potential participants

New Business

Off topic - filming - need to think of events to film snippets to put on social media

Summer - pets one - show summer pets

Books and blooms

Ms. Tolson reports that maintenance did a deep clean of the floors

The Board went into executive session to approve Library Director goals for 2024.

Meeting adjourned at 7:55