

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

Tuesday August 6, 2024

### **Call to Order:**

Ms. Jennifer Farrar, Chair, called the meeting to order at 7:00 pm with Trustees Ms. Tricia Berube and Becky Fong Hughes and Library Director Ms. Kim Tolson present

July minutes were unanimously approved

### **Director's Report**

#### **Funding**

##### **FY25 Budget**

Ms. Tolson provided a high level over view of budget through 8/1/24. Confirmed that materials and subscriptions were for yearly subscriptions. Most fiscal year starting renewals have been paid.

#### **Programs & Services**

Ms. Tolson provided an overview of the past and future programming

##### **Past Programs**

Summer programming has been very busy! Songs & Stories has had an average of 41 people per session and Toddler Waterplay has had an average of 44 per session in July. Creative corner has had between 20 and 24 at each session. Special programs included:

- Taylor Swift Musical Bingo (Thu. 7/11 at 6:30 pm) – This program for rising 4<sup>th</sup> through 8<sup>th</sup> graders had 17 attend.
- The Poop Museum (Sat. 7/13 at 10:30 am) – 100 people attended this weekend program for ages 5 to 10.
- Teen Movie Night: Turning Red (Fri. 7/19 at 6 pm) had 2 attend.

##### **Adults/All ages programs included:**

- Board Game Night on Thu. 7/18 had 9 attend.
- Memory Cafe on Mon. 7/22 had 7 attend.
- Mike Piazza and the Flying High Dogs (Tue. 7/30 at 4:00 pm) – Was rescheduled from earlier in the month due to heat. 66 attended on the new date.

##### **Upcoming Special Programs**

- Tween Ice Cream & Trivia Night (Thu. 8/1 at 6:30 pm)
- Teen Anime Night (Fri. 8/2 at 6 pm)
- Paint with Tatiana for 5<sup>th</sup> through 8<sup>th</sup> grade (Wed. 8/7 at 8/14 at 3 pm)
- Billboard Hits: Musical Bingo for 4th-8th Grade (Thu. 8/8 at 6:30 pm)
- Pokemon Paint Party for Middle School (Fri. 8/9 at 6:30 pm)
- Make Your Own Ice Cream for Middle School (Fri. 8/16 at 6:30 pm)

- Pop Up Art: Kusudama Flowers (Tue. 8/20 at 6 pm)

## Summer Reading

Ms. Tolson reported there has been lots of engagement in all three summer reading programs. There have been many questions and comments about the new Summer Reading Bingo program (for adults and teens) and the bingo sheets have been flying out the door. Several people have come in to claim prizes for a completed bingo. 47 kids have traded in their tickets at the Summer Reading Store (with many more expected by the end of the summer) and 16 are signed up for Battle of the Books.

Action Item: Remind patrons a week or so before program closes out.

Ms. Hughes asked if the teen counsel had been meeting and Ms. Tolson thinks it may be paused for the summer. There have been two meetings.

## Strategic Planning

Ms Tolson has received proposals from three individuals/organizations that do strategic planning. Ms. Tolson's recommendation is to go with Sage Consulting. They provided two proposals for different levels of services. Trustees and Directors discussed available proposals from all parties.

Motion to approve up to \$5460 for Sage consulting option 1 out of state aid is unanimously approved.

## Other Business

### ARIS Report

Ms. Tolson is working on the annual ARIS report, which is due 8/16. Ms. Tolson is waiting for info and then will get a trustee signature on the report.

## Old business.

Trustees and Director discussed Lighting this year budget. Prism did the project of replacing the old lighting system and current issue is the old lighting is causing errors. Ms. Tolson reported lose power schedule would turn off some areas such as the pendant lights in the quilt room - won't turn on when all the other lights turn on, overrides the new system. Discussion including in current lighting project to decommission old system if possible/feasible. This year budget is for the bollard lighting in the courtyard. Hopefully will be additional funds to assist if Mr. John Engler is not able to figure out the issue.

Ms. Tolson reported the Young Adult furniture is not yet ordered. Friends will be voting on. Friends next meeting is September but may be able to achieve a vote prior to this. .

Trustees discussed further lighting opportunities in courtyard for ambiance and events and Ms Fong Hughes discussed ancillary costs such as garbage, supervision, cost to sustain and maintain if draws after hours use in courtyard and could be impacting the envelope of the building if hung on building. Once the bollard lights are fixed we will reevaluate the need for more light for safety or ambiance.

## New Business

Ms. Tolson reported Projector is down and the other one is not appropriate for outdoor screenings.

Ms. Farrar brought up a meet and greet with the town. Discussed creating an invitation to all boards and committees for a mid-October - open house for town volunteer engagement - booths for each town board/organization and then opportunity to engage and respond to questions. Ms. Farrar will further explore interest level of town to participate in this type of even.

Friends Fall book sale is on calendar for 10/18-10/20 and next meeting is 9/25 -

**Upcoming Trustees Board meetings**

9/10

10/8

11/12

12/10

Adjourned at 8:27 pm