

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

Tuesday 9/10/24

### **Call to Order:**

Ms. Jennifer Farrar, Chair, called the meeting to order at 7:06 pm with Trustees Ms. Tricia Berube and Ms. Becky Fong Hughes and Library Director Ms. Kim Tolson present.

Minutes for August were unanimously approved

### **Director's Report**

#### **Funding**

##### **FY25 Budget**

Ms. Tolson presented the budget for discussion. We are about 17% of the way through the fiscal year.

Ms Tolson and Ms Farrar discussed that they spoke with Mike Guzinski, Town Administrator, about the building maintenance contracts will be removed to town budget by vote at next town meeting from the library to the town budget.

#### **Facilities**

##### **Teen Room**

Ms. Tolson reported The Teen Room refresh is complete! One of our Maintenance Staff washed the carpet and repainted and all the new furniture is assembled and looks great in the space. This was funded by the Friends of the Millis Public Library.

#### **Programs & Services**

##### **Past Programs**

- Tween Ice Cream & Trivia Night (Thu. 8/1 at 6:30 pm) had 19 attend.
- Teen Anime Night (Fri. 8/2 at 6 pm) had 3 attend.
- Paint with Tatiana for 5<sup>th</sup> through 8<sup>th</sup> grade (Wed. 8/7 at 8/14 at 3 pm) had 14 attend each session.
- The annual Library Crawl (Wed. 8/7) had 30 participate this year.
- Billboard Hits: Musical Bingo for 4th-8th Grade (Thu. 8/8 at 6:30 pm) had 10 attend.
- Pokemon Paint Party for Middle School (Fri. 8/9 at 6:30 pm) had 3 attend.
- Make Your Own Ice Cream for Middle School (Fri. 8/16 at 6:30 pm) was the most well attended teen program for teens this summer with 9 participating.
- Pop Up Art: Kusudama Flowers (Tue. 8/20 at 6 pm) was an adult program and 14 participated.

## Selected Upcoming Programs

- We will be having a new preschool series to replace “Big Kid/Preschool Storytime” on Tuesday afternoons starting September 10th. Each week will be a new activity for ages 3-5. In September, this includes excavating ice, playing with clay, and building bridges! 3 Tuesday afternoon a month - more tactile
- Professional Organization from The Naked Flower – Fall Cleaning (Tues. 9/17 at 6 pm)
- Teen Anime Night (Fri. 9/20 at 6 pm)
- Fall Community Job Fair with MassHire (Thu. 9/19 from 1-3 pm)
- Girls Who Code (new session) begins on Wed. 10/2 at 4 pm
- Paint Pumpkins for Middle School (Fri. 10/4 at 6:30 pm)

## Summer Reading

The three summer reading programs were all very successful. 92 kids traded in their tickets at the Summer Reading Store and 16 are competing in Battle of the Books. The Adult Summer Reading Bingo (new this year) was a hit! 223 people signed up and 22 completed a 5-square bingo.

Battle of the Books was 9/10/24.

Adult Summer Reading Bingo had 22 completed bingo sheets. Millis resident Allison Martino won.

## Strategic Planning

Ms. Tolson had a kickoff meeting scheduled with our consultant, Sage Consulting, and will provide a brief update at the meeting. They are putting together a timeline and next steps.

Ms. Tolson will work with the consultant who will prepare a final list of advisory group to put together/invite to the advisory group

There will be a Group charter, dates, expectations before they sign on. Consultant will send Ms Tolson recommendations for groups to include in the community. First meeting is target to be early November, then December and third meeting is later after focus groups and community survey. Focus group is mid January target. There are plans for a Survey before the focus groups to generate topics to deep dive into. Survey beginning of December.

Trustees role will be to provide feedback on components on the plan - review objectives, etc

## Staffing

Ms. Tolson reported we opened up the search for an On-Call Library Assistant to fill the one open position we currently have. Interviews begin within the next week.

## Other Business

### ARIS Report

Ms. Tolson provided the ARIS report for review and included a separate document with some statistics pulled out. Door count is up but we have a different door counter so the current number is more accurate. Circulation is up which is not on trend with our peer libraries who are seeing lower

circulation. E Library use appears down because Freegale - each song counts as one download and is used less by patrons as music streaming is more accessible

### **Old Business**

Ms. Farrar is targeting next year for the polling the town resources for consideration of an event with town committees to share information with interested residents.

### **New Business**

Holiday parade - Ms. Farrar discussed that we would like to see library participation and possibly library participating on a firetruck.

Ms. Tolson spoke with Jason “Otis” Wilson about the fire open house. We will have a Library table - mobile check out station on 10/6/24. Ms Hughes indicated she could assist.

Ms. Hughes reported on Coffee Connections planned for the Saturday of the book sale. It will be a - table inside - with beverages available and will have bags and information to sign up for library cards and Friends memberships. Ms. Hughes is working to solicit door prizes. Considering survey, respond to win - Tangerini’s Farm is to donate pumpkin and potted mum. Discussed reaching out to other area business for prize donations

Motion passed unanimously to use up to \$100 in state aid to fund supplies for the Coffee Connections table and swag and photocopying.

Sept 25 is the next Friends meeting

Meeting adjourned approximately 8:25 pm