

Millis Public Library Board of Trustees Meeting Minutes

Tuesday December 10, 2024

Call to Order:

Ms. Farrar, the Chair, called the meeting to order at 7:05 pm with Trustees Tricia Berube and Becky Fong Hughs and Library Director Kim Tolson present

Will defer review of November 2024 minutes to next meeting

Ms. Tolson presented the Director's Report

Reviewed purchase of Holiday Gifts for the staff. Reviewed the gift fund, should which is funded by fees from Faxes, copying and donations.

Ms. Tolson explained that the printing revenue is used when our supplies budget is expended and we use the gift fund to buy supplies as the gift fund is from printing fees.

Ms. Tolson reviewed State Aid - first of 2 payments for the year have been received. It is not yet reflected in our budget yet that we are viewing tonight.

Funding

FY25 Budget

Ms. Tolson reported we are about 42% of the way through the fiscal year.

Ms. Tolson met with the new Finance Manager, Jody Kurczy. Ms. Tolson reports that Ms. Kurczy will be streamlining some of the submission processes.

Facilities

HVAC

Renaud has completed the HVAC repairs.

One of our garden volunteers received 50 daffodil bulbs and wished to donate them to the Library. She and a friend planted them between the building and the front walkway (which had nothing planted). They should look wonderful in the spring!

Programs & Services

Past Programs

- One Up Games Open Game Play for Middle School on 11/15 had 16 attend.
- Latin Dance has started up again and had 11 attend the first session on 11/25 there will be a whole series in the year. The leader volunteers time to this class.

Upcoming

- Sat. 12/14 – Copley Cats Holiday Concert
- Fri. 12/20 – Teen Movie Night: Edward Scissorhands
- Mon. 12/23 – Pearler Bead Art
- Thu. 12/26 – Harry Potter Trivia
- Fri. 12/27 – Hack that Painting (registration full)
- Mon. 12/30 – Taylor Swift BINGO

- Fri. 1/3 – Paint Bookends for Middle School
- Sat. 1/4 – Read to a Therapy Dog (new recurring program)
- Mon. 1/13 – Horror and Thriller Book Club (new monthly program)

Closing at 1pm on Christmas Eve. Still waiting to hear on New Years Eve early closure

Discussed if there will be a Noon Year's Eve program this year and it is not on the plan at this time.

Outreach

The Women's Empowerment Fair was canceled and has yet to be rescheduled. Was to be at the town hall in the gym.

Fourth grade classes have been visiting the library to work with Ms. Silverman. She is meeting with each class several times to do a read-aloud related to topics they are covering in school. They can then browse and borrow books and can get library cards.

Ms. Tolson is attending the Council on Aging board meeting on 12/12 to discuss opportunities for collaboration including Memory café and strategic planning.

Strategic Planning

Ms. Tolson provided update. The Strategic Planning Advisory Committee (SPAC) will hold their second meeting on Thursday, 12/12. The surveys are live and will close on 12/20. Please help spread the word! There is a sign up option to volunteer for a focus group at the end of the survey. 200 responses thus far. The youth survey will go out in the school newsletters this week. Only 12 responses so far.

Focus groups mid to late January. Will evaluate base don response if more participates are needed.

Ms. Tolson noted that there will be a staff SOAR and value exercise on 1/14 from 130-330 library will close for the two hours.

Trustees unanimously voted to pass closing for 2 hours 1/14/25

Staffing

Ms. Tolson reported that we are in the process of conducting interviews for the Collections Manager position. Position has been offered and accepted. Select Board still to review, it will be on agenda on 12/18. The candidate comes with collections experience from other minuteman library.

Friends

The Friends met on 12/5. They confirmed date for the spring book sale (April 4-6), discussed updates for A Novel Occasion, and there was more discussion around fundraising. Ms. Tolson suggested a mailing to all Millis residents. It was reported that Dover's Friends doesn't do membership or book sales. Friends will be writing a letter to send out for mailing. They would like it to go out to companies to sponsor the museum passes. They will also reach out to past donors

Clothing shed - It was discussed that a fundraising opportunity may be St. Pauly Textiles putting a shed on the property - Friends would get money per pound donated. Ms. Tolson has talked to Mike Guzinski about the logistics. Discussed that it might take volunteer time, items should be in bags, Friends would have to commit to take care of it.

Trustees voted to approve use of library location for this Friends fundraiser with further approval of specific location by the town.

Other/Old Business

Ms. Tolson reported our new system for room bookings, event calendar, and museum pass management is up and running smoothly.

New Business

Trustees unanimously voted to purchase the Staff gifts out of the gift fund. \$25 each for permanent staff.

Trustees unanimously voted to pay for a holiday lunch up to \$300 out of State Aid.

Meeting adjourned at 8 pm