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**Town of Millbury
Library Board of Trustees
Millbury Public Library**

Tuesday, May 18, 2021 – 6:00 pm

MINUTES

Held via Zoom: <https://zoom.us/j/92061810414>

Board Members In Attendance:

Eric Boll

Andrew Borus

Christine Brady

Carol Burke

Christine Fintzel

Stephanie Phillips Richter

Keith St. Denis

Also in Attendance:

Ann Dallair, Library Director

1. Call to Order

- Ann called the meeting to order in the absence of a current Board Chair at 6:10 PM after all members joined the Zoom Meeting

**2. Reorganization of the Board of
Library Trustees**

- Stephanie Phillips Richter was nominated as a candidate for Board Chair and the motion was seconded. No other candidates were nominated. Stephanie was unanimously voted chair by roll-call vote.
- Stephanie assumed control of the meeting from Ann.
- Stephanie asked for nominations for Vice-Chair
 - Eric Boll was nominated and seconded, Eric accepted the nomination
 - Discussion of Eric's nomination included a request for him to explain his reasons for seeking the office.
 - Carol Burke was nominated and seconded.
 - Carol was also asked her reasons for seeking the office.

- A roll call vote was taken and Eric was unanimously elected Vice-Chair
- Stephanie asked for nominations for Board Clerk
 - Andrew Borus was nominated and seconded for the Board Clerk
 - Discussion that Clerk has historically been filled by newer/newest members of the Board
 - Keith St. Denis was nominated and seconded for the Board Clerk
 - A roll call vote was taken and Keith was unanimously elected Board Clerk

3. Minutes

- Andrew presented the minutes from the last three meetings for approval
- A request was made for a spelling correction
- Minutes were unanimously approved with that change made

4. Citizen Forum

- No citizens present

5. Director's Report

1. Ann presented Director's Report
 - New Hires
 - Assistant Librarian - Fay Ferland
 - Library Page - Samantha Kelly
 - Search continues for a Children/YA Librarian/Assistant Director
 - A \$10,000 grant proposal for a makeover of the Children's section was submitted in April with the expectation of a decision by July (we want this grant!)
 - Ann requested that the Board approve the closure of the Library on Saturday, May 29 to extend the Memorial Day weekend and Saturday September 4 to extend the Labor Day weekend
 - Roll call vote taken and unanimously approved for both days
 - The Millbury Cultural Council approved a grant for Brainfuse tutoring which launched May 1st.

- Ann acknowledged Marie Guillory for 30 years of dedicated service to the Library

End of Director's Report

6. COVID-19 Update

- Tentative opening on June 1 matching the opening date of the Town Hall and Council of Aging
- Limited opening with some rooms closed
- Curbside hours will change on June 1 and include blocks of 2 hours with deliveries at 15 minute intervals as follows:
 - 11 AM - 1 PM, Monday - Friday
 - 4 PM - 6 PM, Monday - Friday
 - 10 AM - Noon Saturday
- The Library continues home delivery for 4 Library patrons
- These guideline follow May 29 guidance from the Regional Nurse and Julie and Sean from the Board of Health
- Discussion
 - Chris Brady asked if there would be limits on the number patrons allowed into the library at the same time
 - Ann discussed this with the staff and determined that 25 is the largest number of patrons (pre-COVID data) that were in the library at the same time
 - Is the library accepting book donations?
 - Ann said that the donation quota is more than fully met at the current time
 - Chris Fintzel asked about planning a book sale
 - Discussed location and determined that the back parking lot is the best location due to logistical constraints
 - Andrew asked if the decision to open on June 1 required Board approval
 - Reviewing previous minutes (thank you Eric) confirmed the Board conducted a roll call vote to officially close the library so a vote to reopen is deemed required
 - A motion was made to vote on the June 1 opening, the motion was seconded
 - A roll call vote was taken and the motion

to open the library on June 1, 2021 was unanimously approved

- Carol Burke asked about procedures for the cleaning of public use devices such as the copier, fax, computers
- Ann confirmed that all devices will be cleaned immediately after each use

7. Subcommittee Reorganization and Updates

a. Facilities Subcommittee

- Ann said the HVAC had 2 sprinkler checks that would be addressed on June 1 - HVAC is in need of upgrades
- New heater unit replaced and installed in front foyer
- Flowers and landscaping is underway
- Paul is providing final measurements for the sidewalks and stairs that are part of the overall project for the center of town
- \$100,000 was approved at the Town Meeting to address the HVAC needs and the Engineering is underway
- Stephanie asked for volunteers for the Facilities Subcommittee
 - Carol, Andrew and Keith
 - Approved via unanimous roll call vote

b. Technology Subcommittee

- Ann excited about the new hot spot lending program from the Massachusetts Board of Library Commissioners
 - New hot spots to use for 12 to 15 months - 5 hot spots requested
 - These are needed because existing hot spots do not perform consistently
- Stephanie asked for volunteers for the Technology Subcommittee
 - Stephanie, Eric and Keith
 - Approved via unanimous roll call vote

c. Endowment Subcommittee

- Stephanie asked for volunteers for the Endowment Subcommittee
 - Carol, Chris Fintzel, Andrew
 - Approved via unanimous roll call vote
- Andrew asked if we could have a presentation by the Endowment Fund Manager at a future Board Meeting
 - Carol agreed to check into when that can happen

d. NEA Big Read Subcommittee

- The Board agreed to suspend the subcommittee until May of 2022
- The subcommittee will restart for the next grant cycle in May of 2022
- Dissolution approved via unanimous roll call vote

e. Strategic Plan Subcommittee

- 120 Surveys were returned with the current link on the Library web site
- A new poll opens to the public on May 26, 6pm which includes random telephone or in person questions from staff:
 - What do you love about the library?
 - How can we better serve you?
- Volunteers requested for the Strategic Plan Subcommittee
 - Stephanie, Chris and Chris
 - Approved via unanimous roll call vote

f. Policy Review Subcommittee

- Stephanie stated a goal to create up to date policies for the staff by the start of next year
- Volunteers requested for the Policy Review Subcommittee
 - Stephanie, Eric, Carol
- Approved via unanimous roll call vote

g. Pandemic Response Subcommittee

- Volunteers requested for the Pandemic Response Subcommittee
 - Stephanie, Chris Fintzel, Eric
- Approved via unanimous roll call vote

8. New Business

a. Staffing

- New Library Assistant, Fay Ferland and New Library Page, Samantha Kelly, accepted the open positions

b. Children's Librarian position

- Interviews scheduled for the week of May 24, 2021

c. Trustee Goals

i. Director Evaluation

- The Director's contract runs through next year
- Evaluation will be completed against stated goals
 - Will include staff input via a 360 degree review
- Proposed Timeline
 - Draft copy distributed at June meeting
 - Schedules prevent official vote in July
 - Final review and vote due at August Meeting

ii. Policy Updates

- **See updates in Policy Subcommittee notes in 7. f. above**

iii. Other

- Discussion about meeting in person for June meeting
 - Andrew asked about space limits for the Board
 - Ann confirmed the large conference room is available and

- should safely seat the Board
 - If there is a large citizen participation the Board will discuss and determine how to proceed
- Carol suggested that all Board members be given an updated copy of the MLTA handbook
 - Ann agreed to provide copies at the June meeting

9. Old Business -

a. Chain of Lights basket

No discussion

b. Stairs Enclosed Space

No discussion

c. Library Website

No discussion

d. Cable Access Television

No discussion

e. Little Free Library

- Chris Fintzel confirmed there is no affiliation with MPL
- Give a book take a book
- Ann is aware of the group
- The person running the LFL is the Executive Director of the Shoppes at Blackstone Valley
- LFL is interested in a relationship with MPL and Ann will continue discussions

f. Exercise Bike

No discussion

7. Other Topics Not Anticipated to be Discussed

- None proffered

8. What We've Been Reading

- Chris Fintzel: Mike Lindell's book about his journey from addict to CEO where he lost his company more than once
- Chris Brady: The Time Between Good bye
- Stephanie: Sarah Gailey: Upright Women Wanted - librarians are an integral part of the story
- Andrew: A friend convinced him to read the Foundation Series by Issac Asimov and he's enjoying it
- Eric: Currently immersed in a Cook Book and everyone wants to sample the results of his reading!
- Keith: Book 3 in the Stormlight Archive by Bradon Sanderson

9. Adjournment

There being no further business, a motion was made to adjourned, seconded and unanimously approved by roll call vote at 7:27 pm.

Christine Brady

Carol E. Beck

Stephen G. Bickler

Christine G. Bickler

Ann J. Bickler

Kathleen Bickler

Ed M. Bickler