

Keith St. Denis *Ann Dallair*

Carol E. Burke

Eric Boll

Christine Fintzel

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

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TOWN CLERK
2021 AUG 19 PM 1:02
MILLBURY, MASS.

Tuesday, June 15, 2021 – 6:00 pm

Location: Millbury Public Library - Community Room & Zoom

Attendees:

Trustees: Eric Boll, Andrew Borus, Christine Brady, Carol Burke, Christine Fintzel, Stephanie Phillips Richter, Keith St. Denis

Director: Ann Dallair

Assf Dir: Keith St. Denis

Minutes

1. Call to Order - Meeting was called to order at 6:01 PM

2. Minutes - Not all members had a chance to review the minutes. Time was provided for the members to review the minutes. **Andrew** commented that the specific people introducing motions and those seconding the motions should be identified. **Keith** agreed to include names in future minutes. **Chris Brady** made a motion to accept the minutes, **Andrew** seconded the motion and the motion was passed unanimously.

3. Citizen Forum - None present in person or via Zoom.

4. Director's Report (from Ann)

CWMars tentative agreement charge July 1 - \$19,914.

6/9 Have a high school volunteer to do yard cleanup of leaves and weeds from an HMEA program. Coming back this Thursday to do more. **Keith** commented that the student did a great job.

Called Roger Farms in Millbury to deliver mulch for the grounds.

Friend's meeting scheduled in June 23 at 4PM

No Curbside Pick Up necessary. Patrons are happy to just come in. We have only one patron left on Home Delivery.

Library of Things - 3 categories

1. STEM
2. games/puzzles
3. Outdoor games - badminton, scratch, and scoop ball game
4. Possible fourth category - Andrew may donate his old guitar (instruments)

List of grants awarded -

1. Millbury Cultural Committee - \$2,500
2. Rosemary Davis Fund 1 - \$1,200 (summer programs)
3. Rosemary Davis Fund II - \$1,030 (summer programs)
4. Hometown Bank - \$1,015 (summer programs)
5. American Library Assoc. - \$3,000
 - a. \$1,500 for staff development (computer class)
 - b. \$1,500 for Robotics for kids and teens
6. American Job Skills - \$1,000
7. Will know in July about \$10,000 grant
8. Millbury Youth Commission - \$1,000 (children and teen programs) and an almost new projector

Working on updating the website - Staff have been updated.

Looking into WordPress and have two webinar training sessions, one in June and one in August.

Brainfuse stats as of June 15 - 19 participants - **Chris Brady? Noted that Tracy previously managed Brainfuse and asked who coordinates Brainfuse now that Tracy is no longer with the Library. Ann said we have a new hire that starts June 29 and that person will coordinate Brainfuse.**

State Aid - suspending the Hours Open and Materials Requirement for this fiscal year (making suspensions for two fiscal years)

We got a donation from the Millbury Youth Commission - their organization no longer exists due to lack of volunteers. They donated a projector and screen. They also donated \$1,000 for children's programs.

Summer Reading - starts June 21 - there have been patrons and families already pre-registered.

I picked up two lovely shelves on wheels for a mobile maker space. Donated from Ashburnham Public Library.

July 10 - last billing of fiscal year. Board members begin to sign invoices - 4 members.

5. COVID-19 Updates

a. Library Reopening Updates

i. **Opened for browsing 6/1** - Patrons are very excited. Masks are required inside town buildings.

ii. **Book delivery options** - Library will continue to offer current options to patrons. **Chris Fintzel** asked if there were liability issues with employees using their own vehicle while making home deliveries. No liability because the town covers employees while performing work duties. **Andrew** asked how the Library was communicating delivery options. **Ann** said the Library Website and Senior Center. This service is for Millbury residents only. **Eric** asked if there were any union employees delivering books and yes, **Jill** is a union employee. No additional implications for union employees.

- iii. **Curbside pickup** - No curbside happening as patrons would rather come into the Library.
- iv. **COVID-19 Policy discussion** - Ann reported that a meeting room request was received and reserved.
- v. **Staff input (if any)** - Ann reported that the staff was comfortable with the opening
- vi. **Next steps** - Continue to follow town guidance

6. Subcommittee Updates

a. Facilities Subcommittee - Ann's Update

Car accident on Thursday May 27

Male citizen fell asleep at the wheel crashing into the front of the library damaging our sign and our right-side tree and damaging the right side of the building.

Inspector came to assess.

On Friday 5/28

1. Fire dept connection broken (called the Siamese sprinkler fire department connection)
2. Main drain reworked.
3. Some piping back to the riser

Inside building

1. Need to straighten the vertical Riser adjusted a little bit (about 1.5 hours of work)
2. Hydro testing (every 5 years needs to be done- so we do not have to do it for 5 yrs.)

Insurance adjuster came on 6/8/21 to take pictures of property damage. I will be calling for a window installer, tree company, and a sign vendor for quotes to repair the damage.

Suggestions will be sent to the facilities subcommittee to make final choices to be sent over to Justine to contact the insurance adjuster.

Mid to late May MPC came to switch heating to cooling - they noticed that they could shut the heating off but could not restore the cooling due to three parts needing replacement - needed a board/switch and parts for the compressor.

6/3 MPC came to install 2 of the 3 parts for the chiller. Chiller running on one circuit.

Emailed Stephanie on Sat 6/5 to possibly close early on Monday due to no air conditioning.

On Monday, Dennis and I both called MPC to see if part came in. I explained to them that the chiller is not running at all. Dave came to inspect. Dave noticed that because it is only running on one circuit the water temperature rose higher than 80 degrees which made the chiller backfire and shut off. It would not regenerate on the scheduled time to come back on. He had to adjust the temperature of the water and set the chiller on 24/7 until part comes in so the building will be somewhat cool.

6/8 chiller was not on when I arrived at work. Called MPC back to have them fix the chiller so that the one circuit will work. Called MPC later to find out a plan until our part comes in. They did not call me back.

6/9 MPC came to adjust the schedule for chiller on the FX80 online portal access to run 24/7 until they can make the repair on the other circuit (waiting for part). On Monday 6/8 could not get access to the portal due to Java issues. Java has many updates.

6.11.21 elevator maintained.

Coming back next month to get it yearly inspection. We are up for a 5-year inspection of bringing in a 500-pound weight to test the capacity level.

Johnson/Controls - replaced and repaired sprinkler flow switch and bell on 5/25. (Replaced faulty flow switch and electric sprinkler bell next to fire department connection
Electrician - gensuci troubleshoot/ repair electric bell/ troubleshoot/ Rep 4" flow switch on second floor.

Trustee Questions and Discussion:

Chris Fintzel asked if the HVAC contractor might be over visiting or overcharging. **Ann and Stephanie** say no based on their knowledge of the HVAC system and the contractor. **Eric** asked a follow up question: How did the required programming to have the system run 24/7 not take place on the first visit? No clear answer. **Stephanie** noted the HVAC contract is a town contract. **Chris Fintzel** asked which contractor would be installing the new HVAC. **Stephanie** answered that three bids would be required. **Chris** asked if the Trustees had to go with the lowest bid and the answer is "no". **Andrew** asked if the Trustees could ask for an engineering study prior to soliciting bids. **Ann** will look into it.

The insurance adjuster came out to inspect the accident damage - no cost provided at time of meeting. Driver's insurance will cover the cost of the Johnson Control work and other damage related to the "sign" accident.

b. Technology Subcommittee

New hotspot lending program from MBLC - eligible libraries can request to get a number of hot spots for a loan period of 12-15 months - thereafter we can have the option to take over the monthly payments. Type of internet service has not been determined yet. Filled out survey for this.

Hotspot Lending program - Ann provided an update after the meeting that the Library was awarded 5 internet hotspots. There will be no cost to the Library for 12 - 15 months. These hotspots can be reserved by patrons. **Chris Fintzel** asked how long the devices can be borrowed for 1 - 2 weeks for patrons 17 years or older. They are tracked by Evergreen. The hotspots are filtered (blocks content) for inappropriate content. All tech support is provided by calling the 800 number on the hotspots and is not provided by the Library or Library staff.

Our public computers were not printing to public computers - I tried to troubleshoot, but the selected printer was not listed due to Deep Freeze installed on the computers. Worldband had to come to unthaw and rethaw to put printer on public computers.

c. Endowment Subcommittee

Carol provided the update. Following up on the request for a meeting with the Endowment manager, Carol said that the meeting would probably be scheduled for late summer or the fall. The fund is managed by the Greater Worcester County Fund. The fund has grown from approximately \$60,000 to \$160,000 during their management and the fund may have lost money this year. **Andrew and Keith** expressed concern with an investment loss given the upward performance of most benchmarks. More clarification and information to come when the fund manager presents. **Andrew** asked if a new fund manager could be solicited. The possibility of a new manager will be investigated.

d. NEA Big Read Subcommittee - On hold until next cycle.

e. Strategic Plan Subcommittee

128 responses received on community needs. Sent out survey feedback to the subcommittee - will follow up with a meeting to discuss all feedback.

f. Policy Review Subcommittee

Request to create a circulation and an emergency response policy first - we do not have either policy in place today.

g. Pandemic Response Subcommittee - Chris Fintzel summed it up perfectly with "We are open!"

7. New Business

a. Staffing - Kaitlin Malixi starts June 29. Brings extensive experience and enthusiasm to the role of Children/YA Librarian/Assistant Director. **Ann** thanked the search committee for finding this candidate.

b. Children's Librarian position - see immediately above

c. Director Evaluation - Stephanie outlined a timetable for completing the evaluation. Forms out to the evaluators by the end of July and the evaluation at the August meeting.

Stephanie shared several forms and much discussion took place on what to include and exclude to conduct a full and fair evaluation. We will complete a 360 degree evaluation this year soliciting input from other Town Department Heads, staff and the Trustees. **Stephanie** will synthesize the forms and input into an evaluation packet.

8. Old Business

a. Chain of Lights basket

b. Stairs Enclosed Space

c. Library Website - Will update with new staff - confirmed via Library Web Site visit.

d. Cable Access Television - We need to build out a room for this purpose.

e. Little Free Library - Ann is in contact with the coordinator. At the Shoppes at Blackstone a plaque will be added that says "The Friends of Millbury Public Library".

f. Exercise Bike

9. Other Topics Not Anticipated to be Discussed - Chris Brady shared that she is planning to move out of Millbury and will notify the Trustees if/when that takes place.

10. What We've Been Reading - Chris Fintzel is reading 1776 by David Pelham; **Ann** is reading Local Woman Missing by Mary Kubica and is the book being discussed at the July 25th Adult Book Club meeting; **Keith** is reading Daylight by David Baldacci; **Andrew** is reading Saints and Rascals by Geraldine DiNardo who started the Mustard Seed in Worcester - Andrew volunteers there; **Eric** is starting Steve Jobs by Walter Issacson.

11. Adjournment - There being no further business, the meeting was adjourned at 8:42 PM.