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MILLBURY, MASS.

**Town of Millbury**

**Meeting Minutes**

**Board of Trustees Millbury Public Library**

Date: 4/20/2021

Time: 6:00PM

Location of the Meeting: Online via Zoom/Phone Dial-In/Local Access Broadcast

Meeting Type: Regular x Special

Emergency

**Present:** Jeffrey D Raymond (Zoom), Stephanie M Phillips Richter (Zoom), Eric Boll (Zoom), Carol Burke (Phone), Christine Fintzell (Phone), Christine Brady (phone)

**1. Call to Order – 6:00 PM**

**2. Minutes –** A few typos were noticed in the minutes, so they will be updated and voted on at the May meeting.

**3. Citizen Forum –** no discussion

**4. Director's Report**

- Sean is working on another CARES grant. Ann requested 2 plastic picnic tables and 2 popup tents. She also requested 8 electronic soap and paper towel dispensers.
- Adult grab and go kits fill up overnight. 31 people took part in March. 22 took part in April.
- Greg Maycheck did painting program that had 9 adults in attendance.
- 43 people have signed up for constant contact.
- Received \$3,000 from Small and Rural Libraries grant – our library received the grant out of 17 libraries that applied in MA.
  - \$1500 of the \$3,000 is going towards staff development - 15 computer classes on general tech skills from Mike Wilson.
  - Part of grant is going towards 7 computer classes for adults and seniors.
- Brainfuse tutoring will begin on May 1st. Patrons must have a Millbury Library Card to use. Ann has a Library Card available at the circulation desk for anyone without library card who would like to use the program.
- Tracey ordered a collection of talking books and launchpads.
- Ann will be attending the Virtual MLA conference in May.
- Tracey worked on Senior Spring Cards – the library 72 cards to send out to Seniors.
- The Mind In The Making Grant was completed and submitted on April 6<sup>th</sup>. Ann will be notified if we received the grant on May 6<sup>th</sup>.
- Second state aid payment was distributed – the highest number of libraries received aid since 1961.
- April 7<sup>th</sup> was the virtual legislative day. Ann registered but was unable to attend – she will review the information that she was sent on the event.

- Summer reading – Library has Bean Stack until December 31<sup>st</sup>. Library will need a new grant for next summer to purchase Bean Stack.
- Dr. Seuss books were put into internal use only

## 5. COVID-19 Updates

### a. Library Reopening Updates

- I. **Book delivery options** – 3 patrons are regularly using home delivery.
- II. **Curbside pickup**
- III. **COVID-19 Policy discussion**
- IV. **Staff input (if any)**
- V. **Next steps** – Ann sent a plan to Sean about browsing appointments and expanded hours. Ann expanded the Library's hours on Saturdays and Thursdays. Browsing appointments will be every other 30 minutes. Awaiting Board of Health and Town Administrative approval.

## 6. Subcommittee Updates (to be addressed in bulk as opposed to individually)

### a. Facilities

- Paul Stringham joined for the call. Paul was not able to prepare a bid yet. He expressed that he will have it ready before end of the budget year. He is looking into whether pavement needs to be changed to meet ADA compliance.
- There was a leaking coil in the boiler room. They were able to repair rather than replace the coil. Another coil in front of the craft room has to be replaced – it is currently on order not replaced yet.
- Sean was working on getting a quote for replacement of HVAC system from MPC. Engineers are needed to assess the scope of the HVAC system (approximately \$1,000 cost for assessment). MPC gave a quote for a new Chiller - \$93,000 estimate. There is a Warrant Article that will be at town meeting that asks for \$100,000 for upgrades to the HVAC system.
- Chris Fintzell asked if it is right for MPC to charge us for the engineers to assess our HVAC system. Paul Stringham clarified that MPC does maintenance but not reconfigurations of HVAC systems – it is out of their purview to do the assessment on their own. He also brought up recent net zero legislation signed by governor.
- Jeff Raymond and Andrew Borus expressed concern that the chiller was being replaced before the system was designed. Paul Stringham said that to do so would be putting the cart before the horse. There was some confusion as to whether the warrant article specifically limited the money towards purchasing a new chiller, or if it could be used for general HVAC upgrades – the warrant article only specifies general upgrades. Jeff asked that the Board be consulted on and looped in with any discussion regarding new HVAC system before any decisions are made regarding disbursement of funds from the Warrant Article.

- Roof needs to be redone in order to stop leaks. Quote for work is about \$25,366.
- b. Technology Subcommittee –
  - Charter did an upgrade of internet speed. Upload 11.10 - Download 215.08
  - Tracey's printer wasn't working and was fixed – it was only a loose cord.
  - Purchasing a new copy machine that has the capability of scanning and faxing. Estimated price is \$3,400. Ann did the math, and it is a better deal to purchase than leasing a new machine. If the machine is leased, the library will be charged about \$0.006 for every click, which would end up making it more expensive in the long run.
  -
- c. Endowment Subcommittee
- d. NEA Big Read Subcommittee
- e. Strategic Plan Subcommittee
  - Received 86 surveys back so far- 35 hard 51 digital
  - Changing next community meeting to May
- f. Policy Review Subcommittee
- g. Pandemic Response Subcommittee

## 7. New Business

- a. **Staffing** – Nadia, former Library Assistant, resigned. Library Page position also still open.
- b. **Children's Librarian position** – Tracey, the former Children's Librarian and Assistant Director resigned. Justine Caggiano, Millbury's HR Director, joined for the call. She is creating a hiring panel for Children's Librarian position. Eric Boll and Stephanie Phillips Richter volunteered to be on the panel. Jeff expressed his desire that the position be filled prior to the start of Summer Reading.

## 8. Other Topics Not Anticipated to be Discussed

- Christine Fintzell brought up that some Wireless hot spots have been overheating. Jeff Raymond noted that the overheating hot spots are from Verizon, and the library's hot spots are from T-Mobile.

## 9. What We've Been Reading

- Jeff Raymond - XX by Ryan Hughes, Justice by Michael Sandel
- Chris Fintzell - Jane Hawk Series by Dean Koontz
- Christine Brady - the Four Winds by Kristin Hannah
- Stephanie Phillips Richter - The Street by Ann Petry
- Ann - Hope to Die by James Patterson

- Andrew Borus - Zen and the Art of Motorcycle Maintenance by Robert Pirsig

#### **10. Adjournment**

- a. Motion to adjourn by Stephanie Phillips Richter at 7:01. Seconded by Eric Boll.  
Approved Unanimously.

*Due to the current guidance in place by the Town of Millbury and Millbury Board of Health, and with the policies in place by the Millbury Public Library surrounding COVID-19, it is not possible to submit a final copy signed by the Millbury Public Library Board of Trustees. All minutes will be recorded, signed and resubmitted upon the first in-person meeting of the Millbury Public Library Board of Trustees.*