

Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, June 21, 2022 – 6:00 pm
Location: Millbury Public Library - Community Room

TOWN CLERK
2022 JUL 22 AM 9:05
MILLBURY, MASS.

Membership Attending: Eric Boll, Christine Brady, Carol Burke, Susan Copeland, Christine Fintzel, Stephanie Phillips Richter, Keith St. Denis

Library Leadership Attending: Ann Dallair, Theresa Boulrice

Minutes

1. Call to Order - There being a quorum, Stephanie called the meeting to order at 6:02 pm.

2. Minutes – Minutes for the June meeting were distributed and reviewed. Chris Brady moved to approve the minutes as written. Keith seconded the motion. The motion passed unanimously.

3. Citizen Forum – No citizens in attendance

4. Director's Report - Ann reported on the success and popularity of the library's programs which are well received and well attended. As one example, the Robin Williams impersonator was attended by 64 people. In addition, two-hundred and sixty-four patrons are subscribed to notifications via Constant Contact.

Ann updated the board on the status of the library's movie contract and suggested a better more expansive contract. No vote was required. The board agreed a new movie contract was appropriate and Ann agreed to move forward.

Ann requested that the library be closed on the Saturday before the Labor Day Holiday. Carol so moved and Chris Brady seconded motion. The motion passed unanimously.

5. Children/Young Adult Librarian Report - Theresa provided updates for the programs under her purview. Of note, there were 74 entries for the "Name our Unicorn" contest. The unicorn's name is Luna. The 3-D printing program starts in earnest in August. 91 people encompassing all age groups have signed up for the summer reading program. Theresa will also have a table at the Shaw Middle School open house.

6. COVID-19 Updates - No updates. The Board agreed to remove this agenda item from subsequent meetings, reserving the right to respond as needed.

7. Invoice Payment Review and Approval – The invoices were distributed before the meeting and reviewed. Keith moved to approve the invoices as submitted.

Chris Brady seconded the motion. The motion passed unanimously.

8. Subcommittee Updates

a. Subcommittee Reorganization

The subcommittees were reorganized as follows: Stephanie replaces Keith on the Facilities subcommittee. Susan Copeland replaces Stephanie on the Technology subcommittee. Two subcommittees were disbanded: the Pandemic Response and NEA Big Read.

Eric moved to approve the reorganization. Chris Brady seconded the motion. The motion passed unanimously.

b. Facilities Subcommittee

i. **Stairs/Sidewalk Reconstruction** - Approved and expected to start late summer early fall!

ii. The elevator repairs were completed. The inspection takes place July 12.

iii. Sprinkler heads will be replaced as needed within budget constraints.

iv. The chiller was repaired.

v. Ann laid out the issues with our boiler which is very old, and parts are not easy to come by. One of the boiler panels is cracked and a replacement panel is available. If we wanted to replace both panels, the parts would be back ordered. Extensive discussion ensued. The panel needs replacement so the library will have heat this winter. The Board is in full agreement that the HVAC system and heating system need a full evaluation and remediation based on the evaluation.

c. **Technology Subcommittee** – No actionable items.

d. **Endowment Subcommittee** - Ann needs \$500 from the endowment fund to meet the requirements of the Mind in the Making program. No vote required and Ann will make the required withdrawal.

e. **Policy Review Subcommittee** – Eric reviewed the 3D Printer Policy. Eric moved to approve the policy as written. Chris Brady seconded the motion. Further discussion ensued and the policy was amended. Chris Brady moved to approve the amended policy. Chris Fintzel seconded the motion. The amended policy was approved unanimously.

The Collection Development Policy was distributed and reviewed. Chris Fintzel moved to approve the policy as written. Keith seconded the motion. The motion passed unanimously.

f. **Pandemic Response Subcommittee** – No updates.

9. New Business

a. **Parking Lot Cameras** - The Town's Video Security Policy was distributed and reviewed. It was noted that all of the concerns and suggestions of the Library Board were addressed in the policy.

b. **Director Goals for 2022-2023**

10. Old Business - None

11. Other Topics Not Anticipated to be Discussed – None

12. What We've Been Reading – Chris Brady recommends A Thread so Thin by Marie Bostwick. Chris Fintzel finished reading the 4 controversial books and may read them again. Sue recommends The Messy Lives of Book People by Phaedra Patrick.

13. Adjournment – There being no further business, Chris Brady introduced a motion to adjourn. Keith seconded the motion. The motion was unanimously

approved and the meeting was adjourned at 8:49 pm.

Minutes respectfully submitted by Keith St. Denis, Clerk

Keith St. Denis

Susan Capeland

East Moll

Shale Gill

Spas Phiz Prickett

Christine Brady

Carol E. Burke