

RECEIVED
TOWN CLERK
2021 MAY 20 PM 12: 37
MILLBURY, MASS.

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 3/16/2021

Time: 6:00PM

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

Meeting Type: Regular ☒ Special ☐ Emergency ☐

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

1. Call to Order – 6:05 PM

2. Minutes – Motion to accept the January minutes as written from Carol Burke. Seconded by Christine Brady. Approved Unanimously.

3. Citizen Forum – Town Manager Sean Hendricks joined the call

4. Directors Report

- Home delivery services have started. There are currently 3 patrons signed up.
- Ann attended the user council meeting, which she described as essentially a CWMARS meeting. There is going to be a major upgrade for Evergreen system in April that will make the system more user friendly for staff members.
- A press release was sent to the chronicle which contained updates on the digital marketing system.
- The newly created Constant Contact marketing email list has 24 people signed up.
- Ann met with the Finance Committee regarding the budget. She sent along some additional information to the Town Manager that they asked for. Ann also told them about the libraries HVAC system and discussed the longer term plan.
- Virtual program numbers for February ranged from 6 to 27 and are increasing from the winter months.
- There are two in person programs planned for this Summer. One is a magic show that will be held outside in a tent. The other program is a soap making program.
- Ann continues to work on “Mind in the Making” grant. Mentor from MBLC has been working with her to help write the grant.
- The Rosemary Davis Farmland Museum passes were funded by the Friends. Ann is also working to get passes for Tower Hill and Old Sturbridge Village.
- Ann hopes to start Brainfuse tutoring on April 1st.

5. Covid-19 Updated

- a. a. Library Reopening Updates
 - i. Book delivery options - see Director’s Report

- ii. Curbside pickup - Library has moved from quarantining books for 72 hours to 24 hours as per Mass.gov guidelines.
- iii. COVID-19 Policy discussion – no discussion
- iv. Letter for State HHS - follow-up - Ann noted that town employees got an email indicating that they are eligible for a vaccine. Jeff noted that he held off on the letter to Secretary of HHS regarding library staff being prioritized for vaccines
- v. Staff input (if any) - some staff are very excited to open, other staff are quite nervous.
- vi. Next steps – Ann has not had any recent conversations on the reopening timeline with staff or Board of Health. Ann suggested allowing patrons to browse by appointment rather than full opening. Jeff Raymond asked the possibility of having a soft opening – testing two weeks of having appointments for library browsing. The town manager suggested we run partial reopening of Library past the Board of Health.
 - Eric Boll had a question regarding guidance from MBLC. Ann indicated that they are working closely with libraries across the state, and there is no worry about losing state aid compliance

6. Subcommittee Updates

- a. Facilities Subcommittee –
 - Paul was not available to discuss the RFP process.
 - There was a meeting on March 1st to discuss a long-term plan for HVAC and chiller. The Town Manager plans to add an article at Town Meeting for a new boiler system. Currently waiting on 7 parts to be replaced or fixed.
 - Last week Bernard Roofing looked at the roof – they recommended that entire sections be rebuilt to prevent continuous leaking. Carol had a question on how repairing the roof will be affected by building being listed on Historic Register.
- b. Technology Subcommittee – Requested 4 laptops for staff use
- c. Endowment Subcommittee – no discussion
- d. NEA Big Read Subcommittee – no discussion
- e. Strategic Plan Subcommittee – Ann is finalizing the survey at a meeting on 3/17. The Survey will be distributing as widely as possible thereafter. Meeting on April 27th to discuss new objectives and goals.
- f. Policy Review Subcommittee – no discussion
- g. Pandemic Response Subcommittee – no discussion

7. New Business – no discussion

- a. Seuss/Read Across America – Ann has not received any news from the community. Out of the 6 books that the Seuss estate has stopped publishing our library only has 2, which are both checked out. Ann indicated that she fears people may check the books out and not return them. She will allow the books for Library use only once they are returned.

8. 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 – no discussion
- f. Exercise Bike – no discussion
- g. Invite to new Town Manager for future meeting – Sean Hendricks was at the meeting. Jeff Raymond invited him to attend a meeting following the elections.

9. Other Topics Not Anticipated to be Discussed

- Jeff Raymond asked about possibility of extending pick up hours. Ann said that she cannot do that until the library staff vacancy is filled. Sean indicated that he would be willing to move forward with filling vacancy if Ann is able to expand hours.
- Chris Fintzel – asked a question about having an “honorary board member” to promote library and thank someone who has been helpful to the library. Jeff Raymond will add to agenda for next meeting.
- Andrew Borus asked about having the endowment manager presenting to board.
- Summer reading theme is Tails and Tales

10. What We’ve Been Reading

- Sean Hendricks – Justice: What’s the Right Thing to Do by Michael Sandel
- Ann – Goosebumps: The Ghost Next Door
- Jeff Raymond – Vacationland: True Stories from Painful Beaches by John Hodgeman
- Andrew Borus – The Sun Does Shine by Anthony Ray Hinton
- Christine Brady – The Rainwatcher

11. Adjournment – 7:01 Motion by Eric Boll to adjourn. Seconded by Christine Brady.

Unanimously approved

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.