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MILLBURY, MASS

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 2/16/2021

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)

1. Call to Order – 6:03 PM

2. Minutes – Motion by Carol Burke to accept the November and December 2020 Minutes as written. Seconded by Eric Boll. Approved Unanimously.

3. Citizen Forum – no discussion

4. Directors Report

- Nadia was promoted from a 19 hour position to a full time (35 hour per week) position.
- Joyce is joining the library staff. Her roll will consist of about 70% Library Assistant duties, 25% library related cable access duties, and 5% IT.
- Millville's library was recertified after 2 years. Tyringham's library was certified for the first time since 1961 and will be joining CWMARS.
- There was a leak in the boiler room from the Modine heater, but MPC was able to repair right away. Carol asked how old the piece of machinery was. Ann will get back to her on that. Ann mentioned that many of the parts in the boiler room are over 20 years old.
- MPC is working on a proposal for fixing the HVAC system – It will most likely be by installing a new system in stages. Glycol frequently leaks out of the current system.
 - Carol suggested having an audit of the current system to see what should be replaced before it breaks.
- Ann reached out to the Conway Technology Group to find out cost of leasing a new copy machine. Cost would be about \$80 per month for a 36 month agreement which includes service, IT help, and toner. Jeff Raymond asked the price to buy a copy machine new. Ann did not know but would look into it. The cost of the last copier the library bought in 2012 was about \$3,200.
- Ann reached out to other libraries to see what services they were using for digital newsletters. Ann purchased a subscription to Constant Contact. Cost is \$178 per year. Carol suggested that the Friends use the service as well.
- The Library was recertified and is all set for state aid compliance.

- Justine is working on an MIAA wellness grant. Ann requested a new bike rack and bike pump for the library.
- Grant was received from Millbury Cultural Council for tutoring service (Brainfuse) and cartoon drawing programs.
- Library of things started being circulated again. Ten new items were added.

5. Covid-19 Updated

- a. a. Library Reopening Updates
 - i. Book delivery options - Ann sent out a survey to the staff. Most of the staff expressed concerns about driving their own car and liability. She will look to see if any members of the community are willing to volunteer to deliver books.
 - ii. Curbside pickup - majority of libraries around us are still offering curbside pickup.
 - iii. COVID-19 Policy discussion – no discussion
 - iv. Staff input (if any) - - no discussion
 - v. Next steps – no discussion

6. Subcommittee Updates

- a. Facilities Subcommittee –
 - Will investigate age of current HVAC system and options for replacing HVAC system.
 - Paul Stringham was unable to attend the meeting.
 - Ann worked with Horizon Solutions in an attempt to find replacement light bulbs for the reading room. Horizon concluded there were no compatible energy efficient bulbs for the reading room unless we retrofitted fixtures and did electrical work. MassSaves estimated work for new energy efficient light bulbs would cost about \$1,800. Ann is tabling for now and looking into buying regular bulbs for reading room.
- b. Technology Subcommittee – Internet line speed will be increased July 1st.
- c. Endowment Subcommittee - Ann sent withdrawal form to endowment manager for programming.
- d. NEA Big Read Subcommittee – no discussion
- e. Strategic Plan Subcommittee – Focus group met to discuss survey questions.
- f. Policy Review Subcommittee – no discussion
- g. Pandemic Response Subcommittee – no discussion

7. New Business – no discussion

8. Old Business

- Chain of Lights basket – no discussion
- Stairs Enclosed Space – no discussion

- Library Website – no discussion
- Cable Access Television – no discussion
- Little Free Library – Ann reached out to organization. They are not prioritizing us at this time.
- Exercise Bike idea – no discussion
- Friends of the Library – no discussion
- Capital improvement plan – no discussion
- Event funding for 2021 calendar year – see Endowment Subcommittee
- Invite to new Town Manager for future meeting – on hold until after elections.

9. Other Topics Not Anticipated to be Discussed

- Jeff Raymond shared a letter from the Brookline Library Director to MA HHS Secretary Sudders regarding prioritizing library workers for vaccines. - Jeff Raymond suggested that the board send along a similar letter to Secretary Sudders. Motion by Jeff Raymond that the board draft and send a similar letter. Second by Christine Brady. Approved Unanimously.

10. What We've Been Reading

- Jeff Raymond - All the Pieces Matter: The Inside Story of The Wire by Jonathan Abrams
- Christine Brady - Until We Reach Home by Lynn Austin, A life Without Water by Marci Bolden, Where Yesterday Lives by Karen Kingsbury, Nineteen Minutes by Jodi Picoult, Keeping Faith by Jodi Picoult, Eighteen Winters by Joanne Demaio, Cardinal Cabin by Joanne Demaio
- Stephanie Phillips Richter – The Street by Ann Petry
- Ann – Goosebumps by R.L. Stein

11. Adjournment – 6:44 Motion to Adjourn by Eric Boll. Second by Christine Brady. 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.