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MILLBURY, MASS.

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

Tuesday, August 17, 2021 – 6:00 pm

Location: Millbury Public Library - Community Room

Attendees:

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

Library Leadership: Ann Dallair, Director, Kaitlin Maxili, Children/YA Librarian/Asst. Director

Minutes

- 1. Call to Order** - Meeting was called to order at 6:06 PM
- 2. Minutes** - **Chris Fintzel** made a motion to accept the minutes, **Carol Burke** seconded the motion. A vote was taken and the motion passed unanimously.
- 3. Citizen Forum** - None present.
- 4. Library Sign Lettering**

This item was requested by the Facilities Committee. **Keith** described the process that was followed describing the designs shared, designs eliminated and the design accepted. The design is a Millbury Maroon background with white lettering and white finials. A hard copy of the designs was circulated among the people present. **Chris** asked that the Board consider using gold leaf lettering for the sign. **Chris** presented a case for gold lettering citing the historic significance of the Millbury Library as a Carnegie Library and the impact that gold would convey to the public vs white lettering. Extensive discussion took place regarding the look of the sign, the impact of gold lettering and the additional cost of \$1500 for gold leaf lettering.

Keith introduced a motion to accept the Maroon sign with white lettering, **Andrew** seconded the motion. **A vote was taken and the motion passed on by a 5 - 1 margin with Chris preferring the gold lettering.** It was also agreed that **Ann** would ask the town for the official color palette number of Millbury Maroon to be shared with the vendor making the sign.

Carol said it was important to recognize the Carnegie origin of the Library. Additional discussion took place about how signage could better inform the public that our Library is a Carnegie Library. The Board agreed to take this up via sub-committee meetings.

Keith asked for clarification of the role of the sub-committees in the decision making process. **Stephanie** said that the sub-committees are advisory and all decisions are made by a majority of the full board after hearing from the sub-committee(s).

Stephanie formally introduced **Kaitlin** to the Board and welcomed her to the meeting.

5. Director's Report

Ann asked if the Board would consider a change to the invoice approval process in line with other libraries. She canvassed other libraries about their invoice approval process. Most responses indicate that only the Director signs invoices and the second most common process is to have one Board member sign off on invoices. Our current process is having three Board members and the Director sign. **Eric** asked if a spreadsheet of all invoices paid for the previous month could be shared with the Board at each meeting. **Chris** asked if approval by exception could be implemented so that only non-routine or otherwise questionable invoices would be reviewed. **Keith** asked what process was followed by other departments. Other departments rely on the Town Manager for approval and payment.

After additional discussion of each option, **Stephanie** introduced a motion to allow the Director to approve invoices and that a list of paid invoices would be shared with the Board each month as a standing agenda item. **Keith** seconded the motion. **A vote was taken and the motion was approved unanimously by the board.**

We have a high school volunteer to do yard clean up of leaves and weeds from an HMEA program. He has been coming once a week. **Ann** reached out to the Parks & Recreation about our weed overgrowth in the front of our library to assist with the cleaning up on that.

Friends meeting scheduled on Sept 1 at 6PM. Having a Book Sale on Sept 11 from 9-2 PM. Sept 10 will be used to set up the book sale in the Community Room.

Brainfuse stats as of Aug. 16, 2021 - 61 participants

Wanted to clarify something that was discussed at the last board meeting in June. Brainfuse Tutoring is not coordinated by any staff member. We promote it and have access to check the analytics. Tutors are hired through Brainfuse. **Chris Brady** had a question on who was going to coordinate this once **Tracey** left.

Had a patron in the library on 8/12 at 7:12 PM. The person needed guidance from staff to contact family and police. Staff member contacted me to let me know the situation. Police

came to offer assistance and the person decided to go to the hospital and the person left by ambulance. The Staff did a great job handling this situation. **The board unanimously praised the staff for service above and beyond by defusing the issue and finding appropriate help for the person.**

Currently working on the ARIS report and soon the State Aid report. **Ann** informed Stephanie that she will need to sign this report.

Summer Reading update - **Kaitlin** distributed a 3 page report to the Board which is summarized here:

Summer Reading 2021

Total participants - 159

Adult - 54

Teen - 19

Children - 86

Ten participants completed the program. This is lower than pre-COVID. We normally had about 20-25 completed participants before the pandemic .

Attendance for programs:

Age 0 -5 = 7

Age 6-11 = 51

Teen = 4

Adult = 85

General Audience = 106

Virtual Programs = 47

Activities/Passive Programs = 85

Kaitlin has scheduled to meet with principals during staff meetings to give staff information about the services we offer. She will be attending an open house for the schools.

Ordered two table runners for outreach purposes which will lay on top of our maroon cloth table covers.

6. COVID-19 Updates

Staff wear masks in areas where they may interact with the public. Staff are not required to wear masks at desks behind plexiglass.

Announcement: **Andrew Borus** is moving out of Milbury and is resigning from the Board. The entire Board thanks Andrew for his service and wishes him well.

Stephanie informed the Board that with the recent departures of Chris Brady and Andrew, the sub-committees must be reduced to two members to avoid a quorum which is now 3 or more members. To address this issue, **Stephanie** removed herself from the Technology and

Policy sub-committees and **Eric** removed himself from the Pandemic Response sub-committee. All other sub-committees had two members due to the departures of Chris and Andrew.

7. Subcommittee Updates

a. Facilities Sub-committee

Window repaired on 7/28 by Guaranteed Glass.

Sprinkler scheduled to be repaired on Sept. 16 by Johnson Controls.

On Top Roofing will be repairing both roof areas between 9/13 and 11/5. Foyer front \$1,624.00 (slate missing and some that have slid down that need to be re-installed, sealant gaps and cracks where metal and shingle meet) and side of library \$983.00 (to reseal and reseal the existing lead that came loose on left side of library)

Contacted Mass Historical Commission to get approval of this minor repair.

R & M Electrical came out to inspect a small gray electrical box in the area of the mold that is getting removed. Determined box was not live. PuroClean can remove the part of the wall to avoid further mold.

PuroClean, a mold company came today to remove some mold in the safe room on Tuesday 8/17/21.

R & M Electrical also came to inspect our handicap auto button because it no longer opens up. Coming to repair on Monday or Tuesday 8/16 or 8/17. (Have not come yet.)

Still waiting on the engineer design from MPC when we met on July 8, 2021. Spoke to Dave recently and he is still working on the design. Once design is complete, which is a charge, the Board can view the design. At this time, I don't know what the charge will be, but most likely it will come out of the approved fund from the town meeting.

Our other compressor went down in our chiller in mid July (the week I was out). Replaced. Now both compressors are new.

MPC came to repair the leak in the Craft Room. They had to remove the insulation and shut down the AC to clear out the pipes and fix them.

Alarm set off on Thursday 8/12 at 12:57AM. The storage door was propped open. Police came and it appeared as if nothing was stolen. They secured the door.

Had a car accident in our parking lot on 8/16. Our building was not damaged. A person drove into the telephone pole in our parking lot. Patron went to the hospital but was okay.

Planning to purchase a new dehumidifier for the craft room and safe room to help with the moisture in those rooms. Thank you Keith again for doing the research on this.

Sidewalk/stairs project - heard from Paul today that he is working on them now.

Sent an email today to Sean about liability coverage for staff that deliver books for home Delivery.

Elevator inspection failed due to the elevator phone not working properly. Repaired and received new certificate.

b. Technology Sub-committee

Hotspots have arrived. All staff have attended a training or a recording on how the two dashboards work - T-Mobile account and Pintrac account

Hotspots have been cataloged under LOT (Library of Things)

There is a Hotspot Lending Agreement template for patrons created by MBLC - a small portion of it has a clause of a generalized policy that MBLC put together in a template. Is this something that the Policy Sub Committee would like to view? **The Policy sub-committee agreed to view the policy.**

Now have Mobile Printing available for patrons. **Eric** asked about the 15 cent charge per page. **Ann** said the first two pages are free and this charge is in-line with commercial printing services.

c. Endowment Sub-committee

Carol will ask the Foundation investment manager to present at the September 21 meeting. Update from Carol: The Foundation cannot make the September meeting and will work with Carol to have a firm commitment for October.

d. Strategic Sub-committee

Final meeting on Aug 31 (to include creating a Vision for our library as we do not have one. It is also needed for the final version of the 5 year Strategic Plan.)

Meet one more time for a finalized version or through email with a document.

Kaitlin is working on some history of the town to help inform the process.

e. Policy Review Sub-committee

The committee will work on creating a Vision for the library for the new Strategic Plan due by Sept. board meeting.

f. Pandemic Response Sub-committee

No update.

8. New Business

Director Annual Review

Stephanie distributed the documentation for the Director's review. The data was summarized and aggregated to provide a full 360 degree review. The Board went through each evaluation factor with **Ann** in detail prompting appropriate comments and questions in both directions. In summary, the Director is performing at a high level and is meeting the expectations of the Board. Items for improvement were suggested by the review and shared with the Director.

Upon completion of the review the Board moved the discussion to compensation. Based on the review, the Board unanimously approved the maximum raise in the Director's contract.

9. Old Business - Deferred until the October Meeting

- a. Chain of Lights basket
- b. Stairs Enclosed Space
- c. Library Website -
- d. Cable Access Television -
- e. Little Free Library -
- f. Exercise Bike

10. Adjournment - There being no further business, **Eric** introduced a motion to adjourn, **Keith** seconded the motion and the meeting was adjourned at 9:38 PM.

Carol E. Burke
Eric Miller
Cheryl G. H.
Keith S.
Stephen Phillips Richter