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

**Minutes for the Tuesday, September 21, 2021 – 6:00 pm
Location: Millbury Public Library - Community Room**

Trustees In Attendance:

Eric Boll, Carol Burke, Christine Fintzel, Stephanie Phillips Richter, Keith St. Denis

Library Leadership In Attendance:

Ann Dallair, Kaitlin Malixi

Invited Guests:

Paul Stringham, Jeff Raymond

Minutes

1. Call to Order - There being a quorum, **Stephanie** called the meeting to order at 6:01 PM.

2. Minutes - **Stephanie** asked for comments, changes or amendments to the August meeting minutes. There being no changes, the minutes for August were approved as written.

3. Sidewalk and Stair Update with Paul Stringham, Building Inspector

Paul reviewed the status of the walks and stairs with those in attendance. The walks are in bad shape in the back of the building. This may be due to substandard installation of the original walks. Board members expressed general concern about ensuring that quality would not be an issue for the work to be done. Paul went through the request for proposals that will be sent to vendors indicating that the quality components outlined in the proposal meet industry standards. It was noted that the proposal does not explicitly state that the front stairs will be replaced. The Trustees asked Paul to change the proposal to include replacing the stairs.

4. Friends of Millbury Library Update with Jeff Raymond

Jeff provided the quarterly update from the Friends of Millbury Library (FML).

- \$6,000 in the bank with another \$750 to be added from the book sale.
- FML has an aspirational goal of \$15,000 by the end of Summer 2022.
- Trunk or Treat in the Library parking lot. Expecting 20 - 30 decorated cars for handing out treats. This will be followed by a Not So Spooky Storytime.
- Planning for a miniature golf event for February.
- The Library and FML will apply for program funding independently.
- A lot of books are left over from the book sale. Looking at book sale options such as donate one/take one and a single price for a "bag" of books. Follett will come and take the remaining books when the time comes.
- FML has 25 members with approximately 8 that are very active.
- **Ann** asked if she could find a secretary for FML. Yes.

5. Vision Statement Review and Approval

The Library Vision Statement was reviewed. **Stephanie** moved to accept them as written, **Keith** seconded the motion and the Vision Statement was unanimously approved.

Keith suggested a change to the wording of the Library Mission Statement. The change was shared at the meeting and discussion followed. The Mission Statement was modified to be more concise but maintain the spirit of the draft. There being no more discussion, **Stephanie** moved to accept the modified Mission Statement, **Keith** seconded the motion and the modified statement was approved unanimously.

6. Strategic Plan Review and Approval

Stephanie went through the strategic plan with the group. There was much discussion and in the end cosmetic changes were made to the Strategic Plan. There being no further discussion, **Stephanie** introduced a motion to accept the Strategic Plan with the cosmetic changes, **Keith** seconded the motion and the motion was unanimously approved.

7. Hotspot Lending Policy Review and Approval

Ann reviewed the hot spot policy with the Board. **Keith** suggested a change in the first sentence to more specifically state the Hot Spot Lending Program's purpose. There was additional discussion on the change and details of the policy. **Chris** introduced a motion to accept the amended policy, **Eric** seconded the motion and the motion was

unanimously approved.

8. Citizen Forum

No citizens present.

9. Director's Report

MLA conference is planned for in person conference at the Resort and Conference Center in Hyannis on May 23-May 25. Will need to adjust the May 2022 Board meeting. The Library was awarded a Bruins hockey puck. **Kaitlin** sent a press release to the Chronicle.

Kaitlin is beginning to shift things around in the Children's Room - moved the Parent Section so there is more room for juvenile books.

10.COVID-19 Updates

Some libraries are not doing indoor programming.

Many nearby libraries are having discussions about mask wearing.

Grafton - mask wearing in public spaces

Upton- masks optional for vaccinated; required for unvaccinated

Whitinsville - masks optional; required for unvaccinated (no indoor programs)

Blackstone - no masks for vaccinated; required for unvaccinated

Sutton - masks for everyone over 2 - never stopped requiring masks

Milford - masks optional unless not vaccinated

Kaitlin is going to try to have story times outdoors weather permitting

11.Subcommittee Updates

a. Facilities Subcommittee

Jeff Dore - volunteered his time to help clean the front grass area out. 8/30

R & M Electrical came to repair our auto door button to go out in the back entrance (just battery replacement) -I watched how they did this so next time we will check battery first before calling R & M Electrical.

- MPC bill for \$8,975.37 for board

- MPC - contactor and auxiliary switch for compressor 8/27

- 9.1.21 MPC invoice for \$3,421.70 - Received a call for a leak about the ceiling in the Craft Room. arrived on site, peeled back the wet insulation and found glycol leaking from a

10 foot span. Pipe will need to be replaced. Returned and drained the glycol into buckets and removed the old (black iron) piping. Replaced piping ¾" copper, insulated and pumped the glycol into the feed pump in the boiler room. Added 15 new gallons of glycol and 15 gallons of water.

- MPC - came to replace the coil in Jill's office and the local history room.
- MPC - the engineer is still working on the design for the HVAC design.

- A & G Gutters came out on Friday 9/17/21 to look at our gutters. He noticed our gutter splash was unattached. He reattached it appropriately. He suggested changing the gutter guard to a one that has large holes to catch the hard rain. I showed him the back door gutter area. He will send a quote to redirect one drain to the back one to redirect the water flow so the water doesn't pile up in front of the door.

Library Sign - Pierre called to notify me that the Pantone color for the sign is backorder and no date available of when it will be available. He had two options:

1. Wait
2. Go with a maroon color that is slightly different from Pantone

General discussion related to these topics. How can we ensure better contractor work? Too many instances of shoddy work done in the past that predates current attendees. As a group, we want to do better going forward. Mold clean up is covered by insurance. Decision was made to Wait on the Library sign for the right color paint.

b. Technology Subcommittee

9.2.21 Jill cancelled T-Mobile hotspots on 7/27/21. We have one last bill coming from them (received last bill on 9/16/21).

9.2.21 All public computers are set up with Mobile Printing now. All public and staff computers updated virus protection. All Windows updates are done too.

9.2.21 Needed to order another receipt printer for the staff to check in material on the side of the circ desk.

9.2.21 Ordered a new people count for the community room because the old one was broken. We never replaced it since we were closed to the public.

9.3.21 Hotspots began circulating today. **Kaitlin** created a flyer for them until we get the promotional materials from MBLC at the end of Sept.

One has already been checked out.

c. Endowment Subcommittee

A representative from the endowment investment group will attend the October meeting. **Carol** to ask the person coming to the meeting how much time is needed on the agenda.

d. Strategic Plan Subcommittee

The work on the Strategic Plan is complete. **Stephanie** introduced a motion to disband the committee, **Chris** seconded the motion and the motion passed unanimously.

12. New Business

Director Annual Goals - DEFERRED TO THE OCTOBER MEETING

Stephanie shared information from **Carol** about the number of members of the Board of Trustees. The Massachusetts Library Board of Commissioners states that the number of Board Members should be divisible by 3. **Stephanie** to check with **Jayne** to see if she has everything she needs to share with the Charter Committee. Does the current Charter state 7 Board members and should it be changed to 6?

13. Old Business

- a. **Chain of Lights basket** - Still scheduled, no further details
- b. **Library Website**
- c. **Cable Access Television**
- d. **Little Free Library** - The new manager is working on a new agreement
- e. **Exercise Bike**

14. Other Topics Not Anticipated to be Discussed

- Invoices were passed around to the Board. **Stephanie** moved to approve the invoices, **Carol** seconded and the motion passed unanimously.
- **Eric** asked about space in the juvenile/teen section
- **Keith** introduced the idea of adding expected time durations to each agenda topic. The group agreed it is an idea worth implementing.

15. What We've Been Reading

- **Chris** is reading *Breakfast with Buddah* by Ronald Merullo. Interesting read that examines the changes in perspective of the protagonists as their relationship develops.

16. Adjournment

Stephanie moved to adjourn, **Eric** seconded, the motion was unanimously approved and the meeting was adjourned at 8:38 pm.




Carol E. Burbo
Steph. Alice Richter