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

Tuesday, October 19, 2021 – 6:00 pm

Location: Millbury Public Library - Community Room

Members Present:

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

Library Leadership Present:

Ann Dallair, Kaitlin Malixi

Minutes

1. Call to Order – There being a quorum, **Stephanie** called the meeting to order at 6:12 pm

2. Minutes – The minutes from the September meeting were distributed and reviewed. **Carol** moved to approve the minutes as written, **Keith** seconded the motion and the motion passed unanimously.

3. Millbury Library Endowment Report with Greater Worcester Community Foundation Representative

Kelly Stimson, Vice President of Donor Services, introduced herself and the Foundation. Kelly reviewed the performance summary of the invested endowment for the 8-month period ending August 31, 2021. The beginning balance was \$172,358 and the ending balance was \$187,010. There were investment gains of \$20,539, expenses of \$886 and a grant disbursement of \$5000. The Foundation is currently using Prime Buchholz LLC as the investment advisor. **Keith** asked about expenses related to the endowment. In his opinion, all fees seem reasonable for the quality of the investment advisor and investment returns to date. In response to a question, **Kelly** said she would review any Library Board materials related to increasing donations to the endowment.

It was a very good presentation and the Board members thanked Kelly for attending and thanked Carol for setting up the presentation.

4. Citizen Forum – No citizens present

5. Director's Report

Chain of Lights (10-4:30PM) is on - outside activities (free book table, light refreshment table, grab and go craft table)

- State Aid completed
- Applied to Millbury Cultural Committee (Robin Williams impersonator, Whalemobile held at Shaw or Elmwood), and ClayTime) and Mary B Grogan (Dog Sledding program and Crystal Terrarium workshop)
- Rosemary Davis grant - \$1,030.

- Mind in the Making funding deposited - met with Mind in the Making representative to discuss libraries that just finished their grant proposal and libraries just beginning their proposal on Fri Oct. 8.
- Met with Kaitlin, she is creating a timeline to spend the grant money for the Mind in the Making
- Kaitlin created a tracking system of before and after stats on the number of families in our Children's Room. Data needed for the Mind in the Making grant
- Adult/senior computer classes has had 3-5 adults in attendance so far
- Carol** asked about the computer classes comparing it to the offerings at the Senior Center that use High School volunteers.

- People counters are working
- Donations: two donations from same patron of town - one for the Millbury Public Library and one for the Friends of the Millbury Public Library toward our Mini Golf program

- MLA Conference is on the 4th week in May - no need to adjust the board meeting.

COVID-19 updates

- Continuing to have small programs outside weather permitting
- Staff wear masks when dealing with the public

SubCommittees

Facilities Sub Committee

- Roof completed
- Johnson Controls - dry system was not part of our annual agreement. Last time inspected was 2016. Cost is \$1,195.
- Johnson Controls completed work from car accident on 10/15/21
- Pierre is almost completed painting our library sign. Waiting on the permit from the Planning Department to dig.
- MPC - coming this week to check on a leak in the boiler room.(It is glycol leaking.)

- Insurance Claim - the wall cannot be put back until the outside exterior of the building gets repaired.
 - Got one quote of \$1,800 for two areas (brick corner of Craft room and chimney area).
 - Reached out to another contractor - he came to look but have been playing phone tag and texting - no quote yet (it's been a couple of weeks waiting)
- Reached out today to various contractors and hope to hear from them very soon.

Technology Sub Committee

- 3 hotspots are still circulating. Heard no issues with hotspots

Endowment Sub Committee

- **Keith** asked for consideration to be a member of the Endowment sub-committee when others join the Board. He would like to explore a town-wide effort to increase donations.

Strategic Sub Committee

- Strategic Plan was approved from MBLC

6. COVID-19 Updates

- Continuing to have small programs outside weather permitting
- Staff wear masks when dealing with the public

7. Subcommittee Reorganization and Updates

- Facilities Subcommittee**
- Technology Subcommittee**
- Endowment Subcommittee**
- Strategic Plan Subcommittee—Is this needed going forward?**
- Policy Review Subcommittee**
- Pandemic Response Subcommittee**

8. New Business

a. Director Annual Goals

Discussion about the content and focus took place. **Stephanie** made suggestions and Keith volunteered to word-smith the goals per the discussion. Keith sent a draft of the goals out to the group on October 27th for review and comment. Goals to be finalized at the November Board meeting on the 16th.

9. Old Business

a. Chain of Lights basket

Stephanie is requesting that Board members attend and take shifts at the table. **Stephanie** to create a proposed schedule for review at the November Board meeting. More discussion about the basket and funding thereof also at the board meeting.

b. Library Website

Keith asked that Carol's date be changed to 2024. (It has been changed)

c. Cable Access Television

d. Little Free Library

No contact from them despite Ann's requests.

e. Exercise Bike – Remove from list

10. Other Topics Not Anticipated to be Discussed

None

11. What We've Been Reading

Carol shared that Holy Cross has an art exhibit that is amazing and worth taking the time to view. **Eric** is reading Getting Started with Data Science. **Stephanie** is reading Hannah Green and her Unfeasibly Mundane Existence by Michael Marshall Smith. Hannah discovers her grandfather made a deal with the devil. **Ann** is reading A Slow Fire Burning by Paula Hawkins. This is the Book Club Novel.

12. Adjournment – There being no further business, **Eric** moved that the meeting be adjourned, **Carol** seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 8:23 pm.

Stephanie Richter

Carol E. Burke

Eric

Keith