

Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, February 21, 2023 – 6:00 pm
Location: Millbury Public Library - Community Room

Board Members in Attendance: Eric Boll, Susan Copeland, Christine Fintzel, Stephanie Phillips Richter, Keith St. Denis

Board Members not in Attendance: Christine Brady, Carol Burke

Library Leadership in Attendance: Ann Dallair, Theresa Boulrice

Minutes

1. **Call to Order** – There being a quorum, Stephanie called the meeting to order at 6:06 PM
2. **Minutes** – The minutes from the January 17, 2023 Board meeting were distributed and reviewed. Eric introduced a motion to accept the minutes as written. The motion was seconded by Susan and the motion passed unanimously.
3. **New Business**
 - a. **2023-2024 Library Board Membership** – Stephanie announced that she would not run for re-election.
 - b. **“What We’ve Been Reading” Agenda Item Discussion** – The question arose whether the books that the Board reads should be a formal agenda item. The Board members agree that the discussion of books we read is related to the core mission of the Library. The Board also agrees that what we are reading is not related to Library operations. It was proposed that the Library can post what the Board is reading and to support that effort, the minutes will include a list of shared titles and authors without commentary.
 - c. **Library Director Annual Review Preparations** – The Board will follow last year’s format of a 360 degree review. Forms to be distributed in the near future.
4. **Citizen Forum** – No citizens present.
5. **Director’s Report** – Legislation Day is March 15 at the Massachusetts State House.
 - The town is holding two staff development days, March 7 and May 16 from 5 pm to 7 pm. All Town offices, including the Library, will be closed during those hours. Ann will utilize the website, social media and notices posted in the Library to notify patrons.
 - Millbury Police Officer Gasco will hold active threat training for the Library staff.
 - PJ drive is very successful with more PJs donated than last year with additional time available for more donations.
 - Ann and Theresa are attending a Library Conference on Cape Cod in May.
6. **Children/Young Adult Librarian Report** – Story Time consistently has 30 patrons each week
 - March 21st will feature a Celtic Celebration

- May the Fourth Be With You, yes May 4 will be Star Wars Day at the Library
- "Great Stories" Comic Bookstore will be at the Library on May 20th
- Theresa is in the middle of her grant writing class at Worcester State University. The first grant she intends to apply for will be a grant that will make the Library more accessible to people on the developmental/behavioral spectrum.
- The Library will receive a gently used sofa for use in the Children's Room.

7. Invoice Payment Review and Approval – The invoices were distributed and reviewed with some questions and discussion. Keith introduced a motion to approve the invoices as distributed. Chris Fintzel seconded the motion and the motion passed unanimously.

8. Subcommittee Updates

a. Facilities Subcommittee – The Library was without heat during the coldest day in February. After repairs the Library now has what was described by the technician as a new boiler.

- Due to the cold, a sprinkler in a closet froze damaging the sprinkler head which required replacement.
- The following day a system alarm was triggered which Johnson Controls came and reset.
- Last month's security alarm that went off was traced to a motion sensor. The working theory is a critter triggered the alarm.

b. Technology Subcommittee – The two new public laptops are ready for distribution to patrons.

- Xerox is waiting for the fax hardware to arrive and will be on-site to install and configure faxing for our patrons.

c. Endowment Subcommittee – Keith attended the Greater Worcester County Foundation investment performance presentation on February 7. Based on this presentation by GWCF leadership and the endowment manager, the money invested is in good hands.

d. Policy Review Subcommittee – The next policy to be updated is in process.

9. Old Business

a. None

10. What We've Been Reading

Keith – Shadows of Self by Brandon Sanderson

Stephanie – Uprooted by Naomi Novik

Ann – The Cracked Spine by Paige Shelton (Adult Book Club Reading)

Susan – Where the Crawdads Sing by Delia Owens

11. Adjournment – There being no further business, Keith introduced a motion to adjourn. Chris Fintzel seconded the motion and the motion passed unanimously. Meeting adjourned at 7:36 pm.

Keith
Stephanie
Susan Copeland
Chris Fintzel