

**Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, June 20, 2023 – 6:00 pm
Location: Millbury Public Library**

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Board Members in Attendance: Eric Boll, Christine Brady, Carol Burke, Susan Copeland, Christine Fintzel, Linda Gosselin (Absent), Keith St. Denis (Absent)

Library Leadership in Attendance: Ann Dallair, Theresa Boulrice (Absent)

Minutes

1. Call to Order

- There being a quorum, Eric called the meeting to order at 6:05 pm

2. Minutes

- The minutes from the May 16, 2023 meeting were distributed and reviewed. Chris Fintzel introduced a motion to approve the minutes as written. Carol seconded the motion and the motion passed unanimously.

3. Citizen Forum

- No citizens present

4. Director's Report

- Town of Millbury has a new evaluation process, which will include the Library employees. The expectation is that quarterly reviews will be performed.
- 14 applications were received to replace the Library page that left. A Millbury high school student was selected with a start date of June 26th. She is very artistic and will work in the Children's section. Grace will move to the Adult section.
- Both custodians are on sick leave for the summer. Looking to hire a high school student for the summer.
- Ann passed around a template for the new Library cards. Cost is \$276 for 1,000 cards
- Electric charger outside the library is now operational
- Adult Library of Things to be set up
- Sheriff's department took a lot of soft covered books
- Davis Farmland is offering a summer coupon for completion of summer reading
- Will have Fraud Prevention Handouts available in the library
- Ann mentioned the upcoming adult programs: Canning, Basics of Hydroponics, Holistic Energy Healing, Solar eclipse in October
- Ann reported that there are now 8 people in the adult book club and most adult programs are either full or close to full on a regular basis.
- Penny Johnson, Photographer, has offered free pictures for Library personnel.

5. Children/Young Adult Librarian Report

- Theresa was on vacation, so Ann gave the Children's/Young Adult Report
- Assumption School second graders came in for a library tour
- Our very own Chris Brady will be a guest reader
- Micah, the new K-9 dog, will also be in attendance with Chris.
- Children/YA programs continue to draw good participation with 20-30 attendees at story time.
- June 26th – Signups for Summer reading to be held at Asa Waters Mansion

6. Invoice Payment Review and Approval

- The invoices for the month were distributed, reviewed and commented on. Chris Brady introduced a motion to approve the invoices as submitted. Chris Fintzel seconded the motion and the motion passed unanimously.

7. Subcommittee Updates

- **Facilities Subcommittee**
 - The HVAC system needed some work done on the Chiller, which kept locking up due to low pressure. Mark Hollis, new town engineer, is working with MPC on a maintenance plan for the Air conditioning unit.
 - The Millbury Parks & Recreation department will be doing the landscaping this year as the Sheriff's department does not have the community workers to do this work.
- **Technology Subcommittee**
 - Another hotspot will be ordered on July 5th as one taken out was not returned, despite repeated attempts by Ann to collect.
- **Endowment Subcommittee**
 - Carol passed around the 2022 Annual report from GWCF
- **Policy Review Subcommittee**
 - No Updates

8. New Business

- Summer Reading sign ups on June 26th @ Asa Waters Mansion (as mentioned above)
- Talent Show for both Adults & Children
- Minor Incident – on June 12th @ 5:45 pm, a phone call was received by Library personnel supposedly from the Town Police, that the Police Department received a call that there was a woman that was being held hostage in the Library. Fay & Kim were in the Library and took a look around to see if the call did indeed have merit. There was no hostage.
 - Ann was told of the call the next day and made a call to the Police Chief to find out if this call was legitimate. She had not received an answer at the time of this meeting, but will follow up.

- The Board of Trustees were very alarmed that Library personnel actually looked around the library and if the call was true, the Police did not come to the library.
- It was discussed that an Emergency Management Policy should be established.
- Adjustment to Hotspot Policy – An amendment was suggested to extend the wait time to 48 hours before a returned hotspot was allowed to be checked out of the library. There were issues with patrons placing holds on a new hotspot right after returning one within the 24 hour period.
 - Chris Brady made a motion to accept the amendment and Sue Copeland seconded the motion. The motion was unanimously approved.

9. Old Business

- None

10. Other Topics Not Anticipated to be Discussed


- Chris Brady was told by a patron that her child became sick 2 days after coming to the library and that it happened two times. Ann mentioned that the Children's section gets wiped down on a daily basis but maybe protocols may have to be updated.
- Cleanliness and disinfecting of Library to be discussed in New business next month.
- Reminder – No July meeting

11. What We've Been Reading

- Chris Brady: *My Grandmother Asked Me to Tell You She's Sorry* by Fredrick Backman
- Chris Brady: *The Lost Quilter* by Jennifer Chiaverini
- Chris Brady: *Beyond That, The Sea* by Laura Spence-Ash
- Ann: *Mad Honey* by Jodi Picoult – this is being read by the Library adult book club.

1. Adjournment

- There being no further business, Chris Finzel made a motion to adjourn. Carol seconded the motion. The motion was unanimously approved and the meeting was adjourned at 7:32 pm.


 Susan Copeland
 Carol Burke
 Christopher
 Christine By