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MILLBURY, MASS.

**Town of Millbury  
Library Board of Trustees  
Millbury Public Library  
Tuesday, September 19, 2023 – 6:00PM  
Location: Millbury Public Library**

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

**Library Leadership in Attendance:** Ann Dallair, Theresa Boulrice

**Minutes**

**1. Call to Order**

- There being a quorum, Eric called the meeting to order at 6:04 pm

**2. Minutes**

- The minutes from the August 15 meeting were distributed and reviewed.
- The minutes from the June 20 meeting were distributed and reviewed as amended.
- Chris Brady introduced a motion to approve the June minutes as amended, and the August minutes as submitted.
- Keith St. Denis seconded the motion and the motion passed unanimously.

**3. Jeff Raymond – Friends of the MPL – Jeff was not in attendance**

**4. Citizen Forum**

- No citizens present

**5. Director's Report –**

- Theresa applied to the MCC
- Ann wrote supportive letter for Greg Maichack pastel painting "Seascapes" - April 2024
- Ann is looking for an instructor for an adult program - flower arranging
- Fuel assistance date is 10/10 from 9-3 at the COA
- Completed the ARIS report
- Working on the State Aid report
- Veterans Day - closed on Friday and open on Saturday. Union contract - holiday that falls on a Saturday will get Friday off.
- Chain of Lights Sunday Dec. 3 - secured a Caricature artist from 11-3 Don Landgren Jr supported by Friends

**6. Children/Young Adult Librarian Report**

**Current Programs**

- Nuts & Bolts of Homeschooling – 13 participants
- Messy Hands – 7 children, 5 adults
- Storytimes – last event drew 25
- Baby Time – no one came
- 3D Print Club – 5 participants

#### Upcoming Programs

- Rise of the Robots with WPI
- Drop-in Stem for kids with WPI
- LED Mini Golf with One UP Games
- Crochet and Writing Group for teens
- Halloween Storytime with Town Hall
- Plans for a Holiday tree decor challenge to display during Chain of Lights

#### 7. Invoice Payment Review and Approval

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

#### 8. Subcommittee Updates

- **Facilities Subcommittee**

- Carpets have been cleaned
- Millbury DPW installed some mulch, will return at a later date with more to finish the work
- The wall at the rear entry will be painted
- Outside cameras, monitored by Sunset Sound, are not working, and Karyn Clark, Acting Town Manager, will be notified
- 4 curb stops will be replaced
- Gas meter protection will be installed by Eversource

- **Technology Subcommittee**

- 5 New PCs have been purchased

#### Notes from Ann Dallair:

1. I have purchased 5 new PC computers for staff and 2 printers through Worldband. One of these computers will be for our new part time Adult Librarian who will share Jill's office when joins us in January 2023.
2. The old printers had issues - one ink leaked inside the printer while trying to remove jammed paper and the other one is over 10 years old, and now creates a black line when scanning invoices. These are being funded by State Aid. Karyn Clark is aware.
3. The old staff computers will be moved to replace our really old public computers which one of them cannot update to Windows11

- **Endowment Subcommittee**

- Greater Worcester Community Foundation has a new address
  - 1 Mercantile St, Worcester
- Heather Smith is the new office manager
- Meet & greet coming up in mid-October

- **Policy Review Subcommittee**

- HotSpot policy revisited
- One unit was not returned a second time— it was turned off (disabled)

**9. New Business**

- The Employee Appraisal Tool implemented by Karyn Clark is working well.
- Ann is checking with Karyn Clark regarding the frequency of reviews...annual or otherwise.

**10. Old Business**

- Library will be closed for Thanksgiving on Thursday, Nov. 23<sup>rd</sup> and Friday, Nov. 24<sup>th</sup>, but open on Saturday, Nov. 25.
- Library will be closed in observance of Christmas on Monday, Dec. 25, 2023 and for New Year's Day on Monday, Jan. 1, 2024

**11. Other Topics Not Anticipated to be Discussed.**

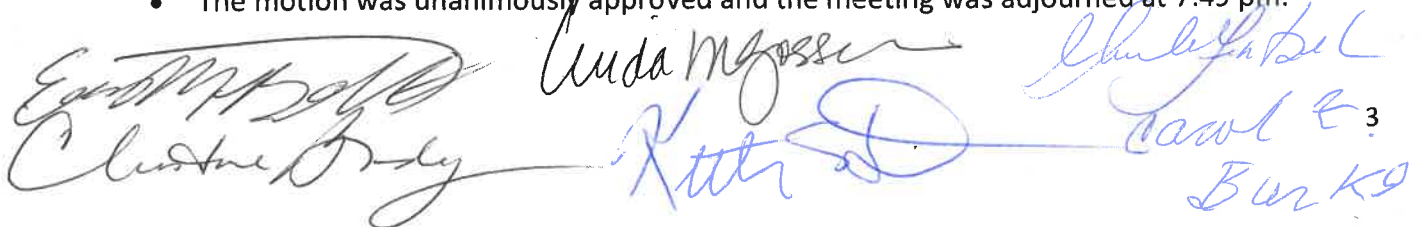
- The Employee Appraisal Tool implemented by Karyn Clark is working well.
- Ann is checking with Karyn Clark regarding the frequency of reviews...annual or otherwise.
- New agenda item requested for October to discuss prioritizing patrons' requests for multiple page print jobs
- Brief discussion regarding information received from the Selectmen regarding status of ADA compliance on the electric vehicle charging stations and the outdoor book drop

**12. What We've Been Reading**

- Chris Brady: The Storm Beyond the Tide by Jonathan Cullen
- Ann: Aspen Allegations by Lisa Shea
- Susan: The Women's March: A novel of the 1913 Woman Suffrage Procession
- Theresa: Storm Front by Jim Butcher
- Chris Fintzel: Making the Rounds with Oscar by David Dosa, MD

**Adjournment**

- There being no further business, Chris Brady made a motion to adjourn.
- Keith St. Denis seconded the motion.
- The motion was unanimously approved and the meeting was adjourned at 7:49 pm.

Handwritten signatures of meeting participants: Christine Brady, Anna McGoss, Keith St. Denis, and Carol E. Burko. There is a small number '3' next to Carol E. Burko's signature.