

RECEIVED  
TOWN CLERK  
2022 JAN 15 PM 1:19  
MILLBURY, MASS.

**Town of Millbury  
Library Board of Trustees  
Millbury Public Library  
Tuesday, November 16, 2021 – 6:00 pm  
Location: Millbury Public Library - Community Room**

**Members Present:**

Eric Boll, Christine Brady, 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 6:05 pm

**Stephanie & the Board gave a warm “welcome back Chris Brady”!**

2. **Minutes** – The minutes from the October meeting were distributed and reviewed. **Keith** identified that the word “question” needed to be inserted in the last sentence of the first paragraph in item 3. There being no further changes required, **Carol** introduced a motion to approve the minutes as amended, **Chris Fintzel** seconded the motion and the motion passed unanimously. ***Subsequent amendments were made to the October minutes and distributed to the Board.***

3. **Citizen Forum** – No citizens present

4. **Invoice Payment Review and Approval** – Invoices circulated for review and comment later in the meeting.

**5. Director’s Report**

**Director’s Report**

- Constant Contact - 159 subscribers

- Brainfuse stats update: frequent us of our database, adult learning center, Grade 7 Summer Camp Math, Grade 8 Reading, Homework Help and Skill Building tab, Grade 4 Math

*Carol E. Burke* *Stephanie Phillips Richter*  
*Kathy St. Denis* *Christine Fintzel*  
*Christine Brady*

- Subscribed to BookPage magazine for 1 year - BookPage is a recommendation guide for readers, highlighting the best new books; many libraries offer this magazine. \$354 for a year. Fees will go up when and if we renew. In March 2022 a digital version will be available to purchase if we want.

- Kaitlin reached out to the National Honor Society Coordinator Kim Pine to get high school volunteers to do fall clean up.

- **Kaitlin** gave an update on her efforts related to applying for Humanities National Grant through ALA - \$10,000 grants are available and 200 will be awarded. Kaitlin called the grant office directly and spoke to someone for approximately 20 minutes. A key take away is the money must be spent within 6 months of being received.

**Kaitlin agreed to provide a separate Assistant Director update as needed at future meetings. It will be a formal agenda item at each meeting.**

#### **Mind in the Making progress:**

- Weeding out the nonfiction extensively based on lack of circulation
- Purchased and delivered - sensory light up table, dress up stand, 20 unit cubby shelf for the STEM kits, and sensory materials, kitchen set
- Ordered recently - colored sort basket of vegetables for farm stand (in the Mind of the Making) through town's Amazon account. We will be seeing an invoice from Amazon which will be paid out of the grant money.

Request to close at 2PM day before Thanksgiving – **unanimously approved**

Request to close early at 2PM on Christmas Eve and at 4PM on New Year's Eve

– **unanimously approved**

#### **COVID-19 update**

-no issues - no changes

#### **Facilities Subcommittee**

- Pulled up the flooring near the emergency exit door - part of the insurance claim. Flooring and walls will be re-installed soon - waiting to hear back from Prime Restoration

- A pole in the library parking lot had been struck by a car some time ago. The pole is leaning away from the library parking lot into a neighbor's yard. The town got an electrician to come out to shut the power line off so that DPW can remove and replace the light pole.

- DPW to change out the burnt light bulbs. (contacted 11/9/21)

- Light pole hasn't been replaced yet.

Library Sign - poles are in and painted. **Irony of ironies, the sign was installed while the meeting was in progress.**

- Ford's Hometown Service came on 10/20/21 to treat the area where there were termites.

-Waiting for a finalized update of the sidewalk/stairs specs from Paul Stringham. Sent a reminder a few days ago. **The Board authorized the Director to make the minor changes needed and send copies to vendors and to Paul Stringham.**

### **Technology Sub Committee**

- MBLC Hotspots

It appears that an eligible entity, such as a public library, that wants to buy off this contract would get a 10% discount from \$35.00/month/device, which is **\$31.50/month**. If you were to continue to use the devices that MBLC supplied after the end of the program, there should be no additional equipment costs. The hotspots will have been paid for. **Keith asked if there were statistics available to see how many hotspots are used by Millbury residents vs. other CWMARS towns. The Board agreed in principle to continue the program as long as there is a clear benefit to Millbury residents.**

- One device went missing and the patron paid for the cost of the device.

- Finally, the Pintrac MDM dashboard service is a separate agreement through another company. The cost we are paying is about \$1.30/month/hotspot.

### **Endowment Sub Committee**

- A scholarship is awarded each year that is funded by the Greater Worcester Community Foundation.

**-Keith volunteered for the Endowment Subcommittee if the subcommittees are restructured. (see new subcommittee assignments below) He will circulate questions for the Investment Management Team at Prime Buchholz with the hope they can be shared in advance of their presentation.**

### **Policy Review Sub Committee**

-Patron Circulation Policy approval: The Policy was shared with the Board and discussion took place with several suggestions being offered. It is expected that a final draft will be shared at the December Board meeting with expectations for approval.

#### **Pandemic Response Sub Committee**

- No changes.

**Little Free Libraries** - signed agreement and waiting for agreement to come back with mall's signature and plaque will be made by the mall management: "In care of: Millbury Public Library and the Friends of the Millbury Public Library".

### **8. New Business**

#### **a. Director Annual Goals**

A revised version of the goals was circulated. **Eric** introduced a motion to approve the goals as written, **Keith** seconded the motion and the motion was unanimously approved.

### **9. Old Business**

#### **a. Chain of Lights Schedule**

**Stephanie** shared the schedule and people volunteered for 90 minute time slots

#### **b. Cable Access Television - none**

#### **c. Little Free Library – See above**

### **10. Other Topics Not Anticipated to be Discussed**

**Eric** introduced a motion to expand the SubCommittees from 2 to 3 members because Chris Brady rejoined the Board. **Chris Fintzel** seconded the motion and the motion was unanimously approved. (committee assignments below)

Invoices were discussed. **Keith** moved to approve the invoices, **Chris Brady** seconded the motion, the motion was unanimously approved.

### **11. What We've Been Reading**

**12. Adjournment** – There being no further business, **Keith** moved that the meeting be adjourned, **Chris Brady** seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 8:20 pm.

# **Library Board Sub Committees**

## **Facilities Sub Committee**

1. Keith St Denis
2. Christine Fintzel
3. Eric Boll

## **Endowment Sub Committee**

1. Carol Burke
2. Christine Fintzel
3. Keith St Denis

## **Technology Sub Committee**

1. Eric Boll
2. Keith St Denis
3. Stephanie Philips Richter

## **Pandemic Response Sub Committee**

1. Stephanie Philips Richter
2. Christine Fintzel
3. Christine Brady

## **NEA Big Read Sub Committee (table for now)**

- 1.
- 2.
- 3.

## **Policy Sub Committee**

1. Eric Boll
2. Carol Burke
3. Chris Brady