

2022 JAN 15 PM 1:19

MILLBURY, MASS

**Town of Millbury  
Library Board of Trustees  
Millbury Public Library  
Tuesday, December 21, 2021 – 6:00 pm  
Location: Millbury Public Library - Community Room**

**Members Present:** Eric Boll, Christine Brady, Carol Burke, Christine Fintzel, Stephanie Phillips Richter

**Members Absent:** 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 6:10pm
2. **Minutes** – The amended minutes from the October meeting, and November meeting were distributed and reviewed. There being no further changes required, **Carol** introduced a motion to approve the minutes as amended, **Chris Fintzel** seconded the motion and was passed unanimously.
3. **Citizen Forum** – No citizens present
4. **Director's Report**
  - MBLC has renewed our Summer Reading software - Beanstack contract until 12/31/2023.
  - Library staff teams doing a door decorating contest - community as judges.
  - Had a preliminary budget meeting with Sean and Jen; 5 hotspots were added to the budget = \$2,000 for 12 months. Union contract has not been signed yet so wage increases for staff have not been determined yet.
  - Sean out Christmas week vacation. Jayne acting town manager
  - State certified for another year. 2 separate payments of \$12,850.61 = \$25,701.22.
  - Completed final report on ALA national grant for Libraries Transform: Focus on Small and Rural Libraries \$3,000
5. **Assistant Director's Report**
  - **Kaitlin** announced that she will be resigning from the Library.
    - o The board wished her well in her new endeavors and thanked her for all she's done.
  - **Mind in the Making**
    - o Have ordered more furniture and toys including dress-up items, puppet theater, and couch and chair
    - o Will put together circulating STEM kits with items ordered
    - o Also working on tri-fold brochure with information about grant
    - o Had first of a series of kids yoga classes on Saturday.
  - **Schools**

*Carol E. Burke*      *Stephanie Richter*  
*Keith St. Denis*      *Eric Boll*  
*Christine Brady*

- Classroom visits to Shaw and Elmwood, including visits during lunches to give book talks
- Shaw distributed link to library card sign up to encourage families to get a library card
- Cooking Class
  - Have a virtual cooking class for teens scheduled in January
- Letters to Santa
  - Families wrote letters to Santa during Chain of Lights and they have been mailed to Alaska. Volunteers may write back and we'll be able to post on social media
- Humanities Grant
  - Recipients will be notified by Feb. 1
  - Ann is listed as project coordinator, and should be notified if we are awarded grant

## 6. COVID-19 Updates

### Updates

- a. Staff will be wiping down computer equipment after use before the next staff member. Staff wearing masks all the time.
- b. Blackstone - wearing masks all the time now in the library regardless of vaccination status.
- c. Mendon - mask mandate from the Trustees for everyone to wear masks.
- d. Some libraries **suspending in person programs** until the end of January
- e. Milford ending in person programs on 12/31. Resuming them on Jan 20, 2022.
- f. Bolton not changing anything
- g. Closings:
  - i. West Springfield closing 12/23 to 1/22 Mayor decided to close library COA, and Town Hall. They have increased cleaning and disinfecting.
  - ii. Shrewsbury is inquiring to reduce hours to see what other libraries are.
  - iii. Northbridge closing town offices from Dec. 27 to end of January 2022 - 9% positive rate/120 active cases - no mask mandate and TM opposed to it. Library is cutting back services

### Library Updates

- a. No new updates or guidance since the previous meeting. Staff is concerned and everyone is taking caution. No new next steps at this point. **Ann** will watch and follow Town guidance as it changes.

## 7. Invoice Payment Review and Approval

- a. **Chris B** motioned to approve the invoices presented for payment. **Eric** seconded and brief discussion of select invoices took place. With no concerns the invoices were approved unanimously.

## **8. Subcommittee Reorganization and Updates**

### **a. Facilities Subcommittee**

- a. MPC came as our women's bathroom sink was clogged up. Plumber came on Friday Nov. 26.
- b. HVAC design will be covered by APRA funds - too big of project for MPC (too complex of a design - Sean will send out an RFP (request for proposal) for HVAC design)
- c. Emailed the three construction companies today with the new specs provided
- d. Braza Construction, KLS Concrete, and Angels Concrete and Masonry Service (New England Masonry)

### **b. Technology Subcommittee**

- a. MBLC Hotspot - lost hotspot and paid for. MBLC replacing one in process.

### **c. Endowment Subcommittee – No update at this time**

### **d. Policy Review Subcommittee – No update at this time**

### **e. Pandemic Response Subcommittee – No update at this time**

## **9. New Business**

### **a. Patron Circulation Policy**

The updated policy was reviewed and **Chris B** motioned to approve the policy in its new format. This motion was seconded by **Chris F** and approved unanimously.

## **10. Old Business**

### **a. Cable Access Television – No update at this time**

### **b. Little Free Library**

- a. **Ann** received and executed the contract. We're now in care of the Little free library.

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

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

- a. Despite the event being outside, we had a good turnout with approximately 286 attendees.

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

### **a. Chris B** *Chasing Shadows* by Lynn Austin

### **b. Chris F** *Yoga and the Search for Self* by Stephen Cope

### **c. Stephanie** *Girl Who Fell From the Sky* by Heidi W. Durrow

**13. Adjournment** – There being no further business, **Chris B** moved that the meeting be adjourned, **Chris F** seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 7:24pm.