

**Town of Millbury  
Library Board of Trustees  
Millbury Public Library  
Tuesday, January 18, 2022 – 6:00 pm  
Location: Millbury Public Library - Community Room**

**Current Membership In Attendance:**

Eric Boll, Christine Brady, Carol Burke, Stephanie Phillips Richter, Keith St. Denis

**Absent:**

Christine Fintzel

**Library Leadership In Attendance:**

Ann Dallair

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TOWN CLERK  
2022 MAR - 1 AM 10:29  
MILLBURY, MASS.

**Minutes**

1. **Call to Order** – There being a quorum, Stephanie called the meeting to order at 6:05 pm.
2. **Minutes** – The December minutes were reviewed. Keith moved to accept the minutes as written. Eric seconded the motion. The motion was unanimously approved.
3. **Citizen Forum** – None present
4. **Director's Report** - MBLC - suspended hours requirement from Dec 20, 2021 to April 4, 2022 to be eligible for state aid
  - New ID badges from town were received and distributed to staff
  - Met with Stephanie on tweaking the Children/YA job description (title called Children/Young Adult Librarian/Library Manager) - Sean gave the okay to post today. It is posted.
  - A large book collection on mental health for children and adults is on order.
  - Friends Mini Golf program moved from 2/20 to 6/26 as an open program for Summer Reading

Planned outside programs:

- a) Egg Hunt - Sat. 4/16 mansion – will solicit candy donations from the Friends and/or Gorette's - time TBD
- b) Robin Williams Impersonator – at the Waters Mansion funded by MCC - 5/17 6pm
- c) Music for Seniors - COA funded by the Friends 5/10 2pm
- d) Spring Story Walk
- e) Spring Bubbles and Chalk
- f) Spring story times

**Children's Dept.**

Continue to weed out seldom used books

Many STEM kits are circulating

In person story time numbers have been consistent 9 -12 participants (pts)

Virtual Cooking class - 5 pts

Crafternoons - ranging from

    Gingerbread Scavenger Hunt for Jan so far – 30 pts

    Gingerbread Scavenger Hunt for Dec - 15 pts

    Continuous Gingerbread Scavenger Hunt throughout the library

    Through these programs, patrons discovering the Reading Room and other collections that they didn't know we had

Dec Yoga class – 10 pts

Virtual Cat Behaviorist – 15 pts

(get stats on things - programs, Brainfuse, virtual programs)

Virtual Cooking Class in Jan - 5 devices

Possible spring future programs - Author Talk E. D. Hackett, genealogy classes, and sewing classes (genealogy was in the Strategic Planning surveys that patrons liked)

Limiting the Mind in the Making materials out on the floor for January due to COVID upticks.

Summer Reading theme - Beyond the Beaten Path focused on the theme of camping and nature. A large book collection has been ordered to support the summer reading theme.

Software will be Beanstack once again. Tentatively, first day of Summer Reading will be Saturday June 25, 2022 with the Friends Mini Golf following on Sunday June 26, 2022.

Introducing a new Library of Things in February for Tweens and Teens - Break-in Bags (original idea was found by Carrie from an out of state library) Kaitlin and I thought it was a great idea. Purchased the bags and locks. Kaitlin put together the bags before she left. Carrie cataloged them. There are 3 to start - Zombies, Animals, and Puffabird. They will be offered to Millbury residents for the first 4 weeks.

Door decorating Contest - top votes, first place the Gingerbread Door by one vote, Gnomes was the very close second, and Train came in third.

January yoga class postponed due to no registrants and COVID.

**COVID update**

Many libraries are canceling in person programs for January and canceling use of meeting spaces.

As of Jan 6 - we have 17 groups scheduled mostly Girl Scouts in our meeting spaces.

Sean will support whatever decision we make about keeping the library open or closed.

Not granting any new reservation rooms for the rest of January.

Rescheduled the yoga class.

Traffic of patrons is slow. Hardly anyone in library from 6-8PM.

**There was discussion on the topic of the library remaining open and no action was taken: The Library remains open.**

Ann asked about the renewal of her contract. **Stephanie, Ann and Sean** are working on the best way to move forward. This includes, canvassing other library director's contracts and looking at the contract language so that all party's interests are adequately represented. Further discussion scheduled for the February meeting.

**Facilities Sub Committee**

3 sidewalk/stairs companies - Braza Construction, KLS Concrete, and New England Masonry (Angels Concrete)

(sent email to each before xmas - no response; sent another follow up email yesterday to see if they are still interested) Heard back from Braza and will send a revised quote. Conor, Asst. Planner, reached out to Horizon Solutions for a quote on a new boiler - received a quote of \$79,251. This is just for information purposes only for future FYI.

Streetlight parts still on order and project to install for spring.

Copy machine feeder is jammed - getting repaired soon.

Our Children and Craft Rm walls have been repaired. In two weeks the flooring will be completed. Vendor had to order it. Coming from Washington DC.

**Technology Sub Committee**

Moved one computer over to the Teen area so there are two of them now.

Worldband coming out to update Windows 11 to all computers and laptops.

**Eric and Keith** asked about the suitability of the computers to be upgraded to Win 11 vis-à-vis chip set and legacy software. Worldband can backout the upgrade if needed.

**Pandemic Sub Committee** – No update

**Endowment Sub Committee** – **Keith working with Carol** to get on the email list for the Endowment Fund manager.

**Policy Sub Committee** – Continues to review and update policies. **Ann** sent an email to set up a time in early Feb to begin a Staff Circulation Policy.

**5. COVID-19 Updates – See above in Director's Report**

**6. Invoice Payment Review and Approval – Carol** asked if the invoices could be distributed prior to the meeting so they do not need to be reviewed during the meeting. Yes, the invoices will be distributed prior to the meeting.

**7. Subcommittee Updates – See above in Director's Report**

**8. New Business**

- a. **Children's Librarian Position** – The job title was changed and the position was posted on appropriate job sites. **Eric** reminded the Board that when Millbury's

population reaches 15,000, a Master of Library Science will be required for new hires in leadership positions.

**9. Old Business**

**a. Cable Access Television**

**10. Other Topics Not Anticipated to be Discussed – Chris** asked about the Little Free Library. It is operating at the Shoppes at Blackstone Valley.

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

- a. Ann** – Elsa Sjunneson, Being Seen: One Deafblind Woman's Fight to End Ableism
- b. Chris** – Danielle Martin, Glimmer as You Can; Lisa Scottoline, After Anna
- c. Eric** – Author, History of Coffee
- d. Stephanie** – Xiran Jay Zhao, Iron Widow
- e. Keith** – Tom Clancy, Chain of Command

**12. Adjournment** – There being no further business, **Chris** moved to adjourn the meeting, **Eric** seconded the motion and the motion passed unanimously. Meeting adjourned at 7:19pm.

*Steph M. Shier Dichter*

*Eric Martin*

*Keith Shier*

*Carol E. Bucko*