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**Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, September 20, 2022 – 6:00 pm
Location: Millbury Public Library - Community Room**

Membership in Attendance: Christine Brady, Carol Burke, Susan Copeland, Christine Fintzel, Stephanie Phillips Richter, Keith St. Denis

Absent: Eric Boll

Library Leadership in Attendance: Ann Dallair, Theresa Boulrice

Minutes

1. Call to Order – There being a quorum, Stephanie called the meeting to order at 6:03 pm.

2. Minutes – The minutes were reviewed. Chris Brady moved to approve the minutes as written. Keith seconded the motion. The motion passed unanimously.

3. Citizen Forum – No citizens in attendance.

4. Director's Report – Ann provided an update on key Library initiatives. Of note: the Mind in the Making and Humanities grant are now both complete.

- Ann notified the Board that the Town is offering training for Town employees including classes on customer service and conflict resolution.

- Ann asked that Library employees be allowed to attend. After discussion on potential scheduling and logistical issues, Keith introduced a motion: "The Library can be closed if needed for staff to attend Millbury Town employee training on the same schedule as the Town Hall. Any library closures require sufficient notice be given to the public". Chris Brady seconded the motion. The motion passed unanimously.

- Chain of Lights. Ann suggests that the library have both indoor and outdoor activities and will work on identifying those activities.

- Paul Stringham update on the craft room door: See **Old Business** below.

5. Children/Young Adult Librarian Report – Theresa's update included: The Summer Reading Program ended with 169 total participants. The scavenger hunt had 79 participants for the month.

- Upcoming events include attending the Elmwood Street and Shaw open houses. Theresa is also planning a 3-D design challenge.

6. Invoice Payment Review and Approval – The invoices were reviewed. Keith moved to approve the invoices as presented. Chris Fintzel seconded the motion. The motion passed unanimously.

7. Subcommittee Updates

a. Facilities Subcommittee

- The concrete steps were completed.
- Two of the parking lot lights are no longer working.
- The leaking pipe valve was replaced. No need to worry about the other valve.
- The recommendation from one of the vendors is all of the sprinklers should be replaced at the same time.
- The elevator failed inspection because the telephone was disconnected. This situation will be corrected.

b. Technology Subcommittee

- Malware was reported on Baker & Taylor software which is used for state reporting. The state had to extend the deadline for state reports until the problem got resolved.
- The copy machine is installed but not functional at the time of the meeting. Tech support called to assist.
- Support for the CWMARS wi-fi equipment ends in 2024. Further action to be taken in advance of the deadline.

c. Endowment Subcommittee

- Carol reported that there was little contact over the summer.
- Keith did connect with Kelly Stimsom, received an account and also received a copy of the endowment's investment performance. It was slightly better than the overall market, though still experienced a decline.

d. Policy Review Subcommittee

- The subcommittee will resume work soon.

8. New Business

a. Library Recycling

- Chris Fintzel asked if it was feasible for the Library to recycle paper, etc. After discussion, it was determined that now was not the time to start recycling due to the logistics of a new dumpster and incurring additional

costs.

b. Library Book Donations

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9. Old Business

- Paul Stringham presented his findings on flooding that enters the Library through the craft door. The door is not needed as a fire safety exit because of nearby alternative exits. He suggests Flex Seal as a short-term solution to prevent flooding. A more permanent solution could be replacing the door with a window or just walling the entire opening which may require a budget request.

10. Other Topics Not Anticipated to be Discussed

- Stephanie noted that the Friends fall book sale numbers are not final, but results are better than the Spring book sale.

11. What We've Been Reading

- Chris Brady, "Until We Meet" Camille Di Maio. Highly recommended story about women working in the Navy Yard during WW II.
- Keith recommends The Terminal List by Jack Carr and The Well of Ascension by Brandon Sanderson.
- Susan recommends Mumbblings of a Mortician by Peter Sesnovich which is about a world renown Worcester Mortician.
- Stephanie recommends The Seven Husbands of Evelyn Hugo by Taylor Jenkins Reid.

12. Adjournment – There being no further business, Stephanie said she would entertain a motion for adjournment. Chris Brady moved to adjourn the meeting, Chris Fintzel seconded the motion and the motion passed unanimously.

Meeting adjourned at 8:09 pm.

Respectfully submitted,

Keith St. Denis, Clerk

Chris Brady
Steph Stringham
Chloe Fintzel
Susan Copeland
Keith St. Denis
Carol F. Burke