

Town of Millbury
Meeting Minutes
Board of Trustees Millbury Public Library
Date: 5/14/19 **Time:** 6:00PM
Location of the Meeting: Millbury Public Library Meeting Room
Meeting Type: Regular x Special Emergency

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TOWN CLERK
2019 AUG 27 PM 4:46
MILLBURY, MASS

Present: Jeff Raymond, Christine Brady, Carol Burke, Paul DiCicco, Stephanie Phillips Richter, Christine Fintzel, Eric Boll

Absent: n/a

Call to Order: Ann Dallair called the meeting to order at 6:06PM.

Reorganization: Ann Dallair opened the floor for nominations. Paul DiCicco nominated Jeff Raymond as chairperson and Eric Boll as clerk. Stephanie Phillips seconded. After minor discussion, unanimous.

Chris Brady nominated Stephanie Phillips Richter as vice chairperson, Paul DiCicco seconded. No discussion, vote was unanimous.

Minutes from this point were handed over to Eric Boll.

Minutes: There was a brief discussion on the 4/16/19 minutes, they were approved unanimously.

The minutes, as amended and approved in the 4/16/19 meeting was signed.

Chairman's Minute: Deferred.

Director's Report: Ann Dallair welcomed the new board members: Eric Boll and Christine Fintzel.

Shared the Blackstone Valley Library Museum Pass flyer.

Gave update on insurance inspection. We had three observations to correct (See Report Attached).

There was an evaluation on the work to be done on the ceiling on 4/23/19.

The Boston Bruins' mascot Blades will be visiting along with two handlers for a story hour on 7/09/19 from 3:00PM to 4:00PM. We will advertise in the Chronical, and try to in the Worcester T&G.

Tiles for the craft room have been chosen and will be installed within the next few weeks.

Amanda is currently managing our social media via Hootsuite. Ann to be added to accounts. Board requested that Hootsuite analytics be brought to the next meeting.

Ann attended the YFCP (Youth Family Community Partnership) meeting on 4/26/19.

Ann attended the Digital Commonwealth meeting on digitalizing documents for preservation, and possibly for compliance. This could be a good Eagle or Girl Scout project.

We brought in \$267.00 at the Barnes & Noble Bookfair.

MPC replaced the coil in the front craft room. They are following up with a visit for the meeting room.

Brought in \$267.00 at the Egg Hunt event. Approximately 210 attended the Library, double for event overall.

The Blackstone Valley Children Librarians selected a summer reading passport theme of "Planets." Millbury is Mars.

The link for summer reading will go live on 6/10/19 on the website.

Ann attended the Adult Programming meeting at Shrewsbury Public Library on 5/02/19.

Through the Western Mass Library Advocates several organizations have offered summer reading incentives (Big E, Friendly's, Eric Carle Museum and Yankee Candle).

Johnson Controls came by on 5/02/19 for their annual inspection of the safety alarms. All alarms in working order.

On 5/03/19 we had ten Millbury High School students from "Freshmen in Action" at the Library for several indoor and outdoor projects.

Two new printers were ordered through the Town Hall (\$249 each). Printing issues occurred, and the problem was with a new modem. CW Mars needed to reconfigure. We will also likely need to replace the printer at the circulation desk.

Worcester Sheriff's Department to come by with labor for exterior work.

A staff member gave their notice and will have a final day on 5/17/19. Search for new staff will begin soon after.

Old Business: We are still looking into alternatives to the Deep Freeze software.

Gauvin Co. returned the Library snowblower on 5/3/19 after repairs.

The Director Search sub-committee gave an update:

- The sub-committee recently interviewed two new first-round candidates.
- We have a great candidate pool to choose from.
- The sub-committee is looking to complete their search by the end of May.
- The sub-committee asked the full board about how they would like to review the final candidates.
 - After discussion Paul DiCicco motioned that the sub-committee bring multiple candidates, a maximum of three, to the full board. Christine Fintzel seconded, approved unanimously.

- Special meeting for final board decision will be held around the first week of June, Jeff Raymond to coordinate.

Carol will continue payroll sign-off through the summer.

New Business: Paul DiCicco motioned to formally appoint Ann Dallair the interim director of the Library. Carol Burke seconded, approved unanimously. Paul DiCicco motioned to roll additional compensation for the added work into Ann's salary, Christine Fintzel seconded, unanimously approved. All continued discussion on any compensation will occur at the next meeting.

New Sub-committees were selected. Current Sub-committees are:

- Director Search Committee
 - Jeff Raymond (Chair), Stephanie Phillips Richter, Carol Burke
- Facilities
 - Stephanie Phillips Richter (Chair), Paul DiCicco, Christine Fintzel
- Technology
 - Eric Boll, Jeff Raymond, Stephanie Phillips Richter
- Endowment
 - Carol Burke (Chair), Christine Brady, Christine Fintzel

Goals for the new Library Director should be set head of time.

The Easter Facebook post was taken down due to complaint received. As a public institution we cannot publish religious-specific content.

A Library policy review needs to take place. Current policies date back to 2007. Discussion on if board approval is needed. We will continue to do a deep dive on this. Copies of all policies should be sent to board.

Cultural Council gave the Library two passes to the MFA (70 Day).

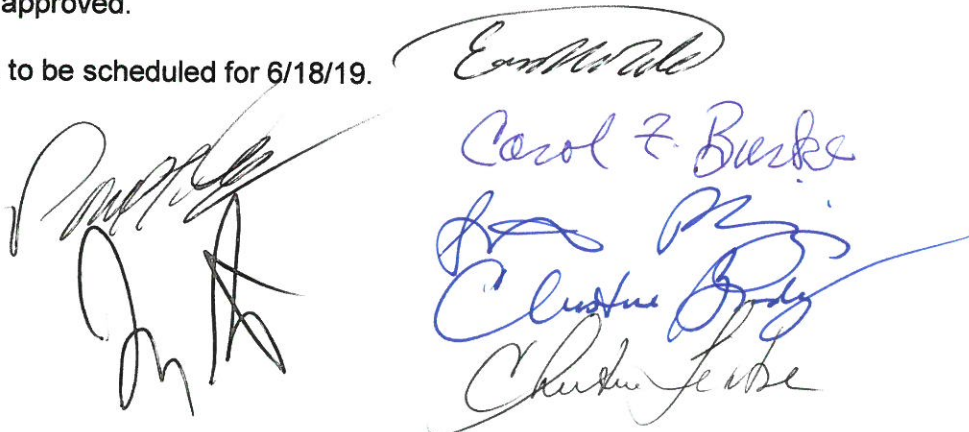
Massachusetts Library Trustee Association will hold their meeting at the Millbury Library on 5/31/19.

Cash was taken from the library (approximately \$300). Millbury Police came by for interview and report was taken.

The entire board wished Liz Valero a wonderful retirement.

Adjournment: Paul DiCicco motioned to adjourn the meeting, Christine Brady seconded, unanimously approved.

Next meeting to be scheduled for 6/18/19.



Handwritten signatures in blue ink, including:

- Carol F. Burke
- Christine Brady
- Christine Fintzel
- Eric Boll
- Jeff Raymond
- Stephanie Phillips Richter
- Paul DiCicco



LOSS CONTROL SERVICES

April 16, 2019

Justine Caggiano
Human Resource Assistant
Town of Millbury
125 Elm St.
Millbury, MA 01527

Subject: MEGA Safety Survey

Dear Mr. Driscoll:

On March 28, 2019 I performed a walk-through survey of the Millbury Council on Aging, Library, Department of Public Works Maintenance Garage and Parks and Recreation Department. The attached report provides the findings from the survey and associated recommendations for corrective action. I will be happy to provide any guidance and assistance you may need to complete the recommendations.

I appreciate the time and courtesy extended by you during this visit. If you have questions or comments please feel free to call.

Sincerely,

Timothy M. McGuire
Loss Control Consultant
781-683-1112

LOSS CONTROL SERVICES

Finding No.	Description	Applicable OSHA Standard	Corrective Action(s)
General Findings			
MLBRY-0319-005	There was no written program for the control of hazardous energy (Lockout/Tagout) during maintenance and repair operations	29 CFR 1910.147	<p>Establish a written Lockout/Tagout program that includes the following elements:</p> <ul style="list-style-type: none"> • Energy source evaluation • Individual lock assignments • Procedures for performing lockout/tagout • Training for authorized and affected employees
Council on Aging			
MLBRY-0319-006	The door to the electrical room could be mistaken as an emergency exit.	29 CFR 1910.37	Mark the door "Not an Exit."
Library			
MLBRY-0319-007	Meeting Room - two closet doors could be mistaken as an emergency exit.	29 CFR 1910.37	Mark the doors "Not an Exit."
MLBRY-0319-008	Technical Services – an extension cord was used as permanent wiring.	29 CFR 1910.305	Install an additional electrical outlet within reach of the equipment power cords or approved power strips.
MLBRY-0319-009	Access to 2 emergency exits was restricted by a sign and a custodian's cart.	29 CFR 1910.37	Remove the items and ensure clear and unobstructed access to all emergency exits.
DPW Maintenance Garage			
MLBRY-0319-010	There was no documented inspection of the eyewash station.	29 CFR 1910.151	Conduct a documented monthly inspection & test of the eyewash station.
MLBRY-0319-011	There was no Trenching Safety Program.	29 CFR 1926.650-652	Implement a Trenching Safety Program that establishes safety procedures for all trenches 5 feet in depth or greater. Ensure that at least one competent person is trained to inspect trenches prior to entry.