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**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 6/18/19

Time: 6:00PM

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular x Special Emergency

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

Absent: n/a

Call to Order: Jeff Raymond called the meeting to order at 6:05PM.

Executive Session: Jeff Raymond called the meeting into Executive Session at 6:06PM. The Session Lasted until 6:39PM; the Regular Meeting then resumed.

Minutes: There was a brief discussion on the 5/14/19 Regular Meeting minutes, motion to approve Paul DiCicco, seconded by Christine Brady, approved unanimously.

There was a brief discussion on the 6/03/19 Special Meeting minutes, motion to approve Paul DiCicco, seconded by Carol Burke, approved unanimously.

Citizen Forum: Jeff Raymond announced that the board will be entering a citizen forum into the agenda as a standing item. This will be a dedicated opportunity for citizens to have their voices heard.

Director's Report: Deferred.

Subcommittee Reports:

- Director Search Subcommittee
 - Keeping at this time. Likely will move to dissolve at next meeting.
- Facilities Subcommittee
 - No Updates.
- Technology Subcommittee
 - No Updates.
- Endowment Subcommittee
 - No Updates.
- Other Subcommittees?
 - Jeff Raymond called other Trustees to bring up the formation of any new subcommittees as they deem appropriate.
 - New possible subcommittee on One Town One Book program.

New Business:

- Printers
 - Two new printers were installed and are currently in working order.
- Computers
 - All staff received new computers through WorldBand.

- We are waiting on four additional laptops (two for staff use and two for public use, while in Library).
 - Trustees discussed the searching for computer/technology grants/programs.
- Interviews for Library Page
 - The Library is hiring a new part-time Page.
 - Interviews were conducted and an offer letter we sent to a candidate.
- Horizon Solutions
 - Horizon Solutions will come to the Library to replace emergency lighting to more energy efficient LED lights. This is paid for through a municipal grant.
- Custodial
 - As of July 1st the Library custodial staff will be transitioned to the town-wide shard service. We have requested to keep our same staffer with additional hours on Fridays. This will be discussed at the next department meeting.
- Charter Review – proposed language
 - Jeff Raymond has represented the Library at the town-wide Charter Review Committee. He asked the board to review proposed changes (see attached proposed changes to Town Charter language).
 - Jeff motioned for the board to support these changes a written, seconded by Christine Brady, approved unanimously.
- MPC
 - Trane is no longer guaranteeing coils for heating equipment. This may incur additional cost to the Library. MPC is working hard to resolve this with Trane.
 - As this may be a contractual issue, and we will bring in the Town Manager if needed.
- Disney VHS Tapes
 - Trustees had a discussion on what to do if donations of media to the Library holds potential significant value. Example to donated sealed VHS tapes was used.
 - The board decided that these situations should be deferred to the Friends of the Millbury Public Library.
- Friends Meeting
 - The next Friends of the Millbury Public Library meeting is on June 25th, 2019.
- Technology Subcommittee will be looking into the T-Mobile Hot Spots as they are still not working. Since they have not been used we will attempt to have monthly fee reimbursed for inactive period.

Old Business:

- Policy Review
 - This item is tabled until the new Director starts.
- Deep Freeze
 - Discussed the alternative “Reboot/Restore.” After discussion we will likely keep Deep Freeze as it is more secure. Additional research may be needed on price.
- New Director Goals
 - This item is tabled until the new Director starts.
- Summer Reading
 - Summer Reading Kickoff is June 19th. Students have already signed up.
- Library Hours
 - This item is tabled until the next meeting.
- Baby Changing Station
 - The baby changing station has been installed in the men’s restroom.

Other Business:

- Paul DiCicco wanted to make it known that he has appreciated all of the work the New Director Subcommittee has done and congratulated them on a great job. The remaining Trustees agreed.

What We've Been Reading: Jeff Raymond introduced this new agenda item. Trustees and other attendees can share what we've been reading.

- Jeff Raymond
 - *Exhalation: Stories* by Ted Chiang
- Christine Brady
 - *The Walk* by Richard Paul Evans
- Ann Dallair
 - *Where the Crawdads Sing* by Delia Owens
 - *Wonder* by R.J. Palacio
- Christine Fintzel
 - *Maid: Hard Work, Low Pay, and a Mother's Will to Survive* by Stephanie Land
 - Various Blue Zone titles
- Eric Boll
 - Various Instant Pot Cookbooks

Adjournment: Christine Brady motioned to adjourn the meeting, seconded by Christine Fintzel, approved unanimously.

Next meeting to be scheduled for 7/16/19.

Christine C. Fintzel
Christine Brady
[Signature]

Carol Z. Burke
[Signature]
[Signature]