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**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 2/18/2020

Time: 6:00PM

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular x Special Emergency

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

Absent: N/A

Call to Order: Jeff Raymond called the meeting to order at 6:00PM.

Minutes: There was a brief discussion on the 1/21/2020 Regular Meeting minutes. Motion to approve by Eric Boll, seconded by Christine Brady, approved unanimously.

Citizen Forum: Deferred

Policy Review:

- a. Collection development policy discussion and possible vote
 - Deferred
- b. Circulation draft policy discussion and possible vote
 - Deferred
- c. Incident/emergency policy discussion and possible vote
 - Deferred
- d. Policy discussion and possible vote on use of external/alternative funding sources (donations, endowment, etc.)
 - Deferred

The board agreed that due to time and logistical challenges policy review will be handled by subcommittee once the new board has formed after elections.

Director Review Discussion: The board agreed to set goals for the Library Director by March 2020. Due to Ann being in the role of Director for less than a year, and her upcoming short-term leave, the board felt it best to postpone the review until September 2020. This will also give any new board members time to get to know Ann. At this time Ann will have held the position for a full year and be back from leave. At this time self, staff and the board evaluations will take place.

Director's Report:

- R&M Electrical came to repair the lid of one of the floor outlets. The actual unit was bent, and replacement of the unit would be needed. The electrician was able to bend and lock the unit as a temporary solution.
- Purchased new shelves, toys and rug for the children's/baby/toddler areas. This was paid for by remaining funds from a generous restricted gift for this purpose.
- Lisa Sacks' design was selected for the new Library logo.
- A Robin Williams impersonator is scheduled for June 6th at 11:00AM.
- MPC is ordering a new coil to replace a broken one in the children's room hallway.

- Our new certificate for state aid certification has been hung up on the front column near the circulation desk.
- Ann met with WorldBook. Our subscription lapsed due to communications being sent to the previous director's email. The representative recommended several databases. We are also continuing to receive print copy updates. The board directed Ann to discontinue updating the print copies and left the purchase of online databases up to Ann's discretion.
- The Library received a grant for summer reading software Beanstack. Ann and Tracey demoed the software.
- Jill went through many of the bills and changed any remaining in the previous director's name to Ann.
- Friends meeting was on Feb 6th. Ann discussed sponsorship of the mini golf event. Also discussed possible book sale during the event at hole 9. Discussed popcorn machine during the event. Friend Ann Raymond created flyers to advertise for sponsorship. Goretti's Supermarket is our first sponsor at the Master level (\$100).
- The latest copy of J-14 Magazine was taken from the magazine stand. We elected not to report it. In response the magazine rack has been moved to face the circulation desk.
 - The idea of security cameras was raised again. As this was voted down at the prior meeting, it was recommended that further discussion should occur after additional research has been presented.
- The Shrewsbury Public Library is holding a roundtable on Envisionware Time & Print Management Systems and mobile printing from smartphones. This will be on March 10th and the Library is sending Amanda to attend.
- The town has contracted with CGI Communications and representative Andrew Drexler to create a video tours showcasing Millbury. Non-Profits and free and business can pay to be included. The Library will likely be included, and filming is set to take place in June of this year.

Assistant Director Updates:

- Increased the number of story times and added new baby story times.
- Added craft times, including teen craft times.
- BVT Stem program came to Library.
- Community Leader's program brought in 25 attendees.
- Programs are being planned for April, including a local author, financial literacy and annual egg hunt.
- The Library obtained a license to show movies.
- A collage counselor will be coming for those seeking to attend collage for the first time.
- We are currently planning summer reading events. The theme is Fairy Tales. Current events include a Frozen themed event and tea party.

Subcommittee Reports:

- Facilities Subcommittee
 - Carpeting quotes came in higher than anticipated. We are looking at alternative options and will likely focus on needs only.
 - The board discussed and suggest that this project only move forward if new carpets are necessary as this is not a priority or safety item.
 - Subcommittee recommended using endowment funds to cover cost of the under-stairs area enclosure and go through the Carpenter's Union for additional savings. The Town Manager will be coming into the Library to walk-through the projects for awareness and to give suggestions.

- Asa Waters/Library Picnic
 - We are communicating with the Director of the Asa Water's Mansion. A date will be chosen soon.
- 2020 Plans
 - Discussed possible events Singer/Songwriter Prateek Poddar and Cooking Demo by Cucina Aurora.

Other Topics Not Anticipated to be Discussed

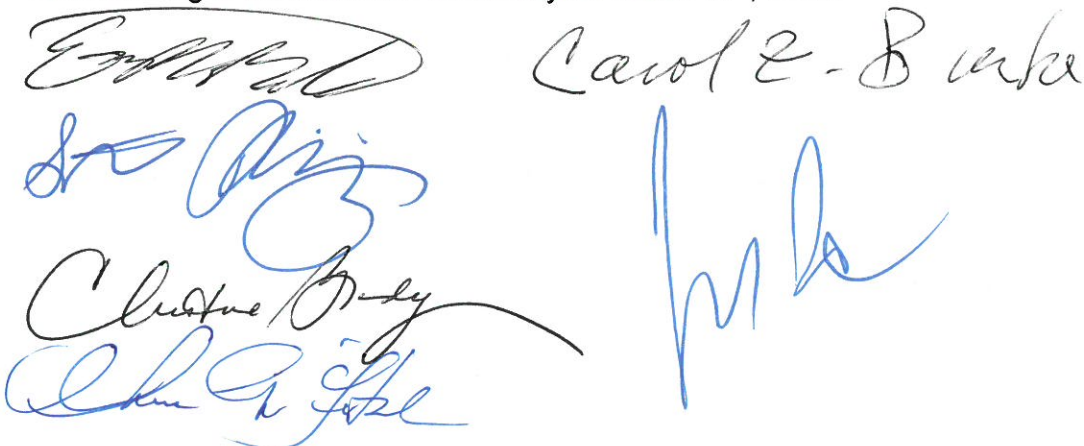
- A first edition book was found in the Friends book room.
- Library Hours need to be updated in all locations (doors, materials, online, etc.).
- Ribbon-cutting planned to celebrate the Library being open on Mondays. This will be on March 2nd.
- Potential of adding exercise bikes in the Library for patrons to use while reading.
 - Further research needed.
- MPC Bills being sent to Town to review. The board asked Ann to compare total and amounts for work year-over-year for last two years.
- The next board meeting is scheduled for St. Patrick's Day. We will likely be moving to Tuesday, March 10th.
- The scheduled board meeting is scheduled during the MLA conference. The board agreed to move the meeting to May 12th.

What We've Been Reading:

- Jeff Raymond
 - *Madam President: The Secret Presidency of Edith Wilson* by William Elliott Hazelgrove
- Carol Burke
 - *Shiloh Season* by Phyllis Reynolds Naylor
- Christine Fintzel
 - *Vietnam: No Regrets* by J. Richard Watkins
- Ann Dallair
 - Various *Goosebumps* titles by R. L. Stine
- Christine Brady
 - *Stay* by Catherine Ryan Hyde
 - *The Secret Guests: A Novel* by John Banville
- Tracey Graham
 - *Snow Flower and the Secret Fan* by Lisa See

Adjournment: Christine Brady motioned to adjourn the meeting at 8:15PM, seconded by Christine Fintzel, approved unanimously.

Next meeting to be scheduled tentatively for March 10th, 2020.


 The block contains several handwritten signatures in blue ink. On the right side, the signature 'Carol E. Burke' is clearly legible. To its left, there are several other signatures, including one that appears to be 'Christine Brady' and another that looks like 'Christine Fintzel'. The signatures are written in a cursive, flowing style.