

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 3/10/2020

Time: 6:00PM

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular x Special Emergency

2020 AUG 31 PM 12:56

MILLBURY, MASS

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

Absent: Paul DiCicco

Call to Order: Jeff Raymond called the meeting to order at 6:01PM.

Minutes: There was a brief discussion on the 2/18/2020 Regular Meeting minutes. Motion to approve by Christine Brady, seconded by Stephanie Phillips Richter, approved unanimously.

Citizen Forum: Deferred

Hours Update and Discussion: The Town is asking the Library to add additional hours on Monday. This would standardize hours during the week. At this time we're finding difficulty in finding coverage for the Monday shifts. It was discussed that more research would be needed to determine if additional hours on Mondays are needed. We would also lose time in which contractors are able to work on projects without patrons present. After discussion the board voted on two motions:

Jeff Raymond motioned to accept the Town proposal to accept funding for additional hours on Mondays, opening the Library from 10:00AM – 8:00PM, seconded by Christine Fintzel, failed unanimously.

Jeff Raymond motioned to expand the ours on Monday from 11:00AM – 6:00PM to 10:00AM – 6:00PM, seconded by Christine Fintzel. Christine Fintzel and Carol Burke voted yes, Eric Boll, Christine Brady and Stephanie Phillips Richter voted no, Jeff Raymond abstained. Motion Failed.

Director Touchbase and Goal Setting for FY21: The board discussed with Ann Dallair goals for the 2021 Fiscal Year. The board agreed that the goals need to be achievable, measurable and impactful. Four goals were decided on:

- Publish a new Library website and revitalize social media accounts.
- Increase grant writing by \$3,000-\$6,000.
- Increase Library of Things by 2 to 6 categories.
- Develop and begin implementing new Collection Development policy.

Ann will also be taking a leave of absence through the beginning of the summer. The board will be reviewing these goals and performing the Director's Annual Review in September to allow Ann more time in the role.

Director's Report:

- Lisa Sacks created the new Library logo using a Vector based program and will be able to provide us a file to use for our branding.
- The new router was installed by CWMars and seems to be providing adequate coverage.
- Ann gave the quarterly update to the Selectmen to great reception. They believe she is doing a great job.
- SSID updated for Mondays. Hours were also updated across social media.
- A candidate was chosen for the Library Assistant position.
- A patron lost their phone in the library. Amanda and Ann helped find it. The patron was so thankful she brought flowers in.
- There will be a meeting on March 16th at 5:00PM to finalize the survey for the strategic plan.
- We received the agreement from the Little Free Library. The Town needs to review it. The box is already located outside Barnes & Noble at the Shoppes at the Blackstone Valley.
- Our first Monday open went well with 40 patrons coming in. Thanks to trustees Carol, Christine Brady and Eric for stopping by. We will be featured on the front of the Millbury/Sutton Chronical.
- We are preparing a letter to request the Carpenter's Union to enclose the space under the stairs.
- We have two High School volunteers to fill eggs for the Egg Hunt and another six to staff the event.
- MHS National Honor Society raised \$200 towards the Princess Party program for the summer.
- We cancelled our subscription to the Worcester Cole Directory, saving \$488.00. No one has used them in a while.
- Amanda attended a CWMars meeting on mobile printing. This may be something we want to do more research on.
- We are waiting to hear back from Bank Hometown for STEM class funding.
- Ann will be attending a User Council meeting on March 17th in South Hadley.
- We are working out the details with the Asa Water's Mansion for the Library Picnic.
- It was again recommended we use Deep Freeze for our public use computers.

Assistant Director Updates:

- We have begun to reach out to the greater community, including Barnes & Noble for a Shaw School fundraiser, the Schools and teens beyond Millbury.
- The staff is being trained on a new Summer Reading program.
- We have begun to weed and refresh the children's materials.

Subcommittee Reports:

- Facilities Subcommittee
 - Carpet bids
 - Deferred, no bids have arrived at this time. Project may be postponed.
- Technology Subcommittee
 - Wi-Fi hours
 - Hours have been set to accommodate for being open on Monday.
- Endowment Subcommittee

- Minimal changes will be coming to the fund. Fees will likely increase modestly. They have not been increased for several years.
- NEA Big Read Subcommittee
 - Deferred.
- Strategic Plan Subcommittee
 - Deferred.
- Policy Review Subcommittee
 - Deferred.

New Business:

- Exercise Bike
 - Deferred.
- Open Meeting Law Reminders
 - The Board of Selectman have received several complaints regarding potential open meeting law violations. It is important we watch how and where we are communicating so we do not violate the law ourselves, even inadvertently. If you are unsure if an action could result in a violation, err on the side of caution.

Old Business:

- Mini Golf
 - Trustee support is needed. This event is coming up Sunday the 15th.
- Package Waypoint
 - Deferred.
- Chain of Lights Basket
 - Deferred.
- Stairs Enclosed Space
 - See Director's Report.
- Library Website
 - Eventkeeper
 - Deferred.
 - Facebook Events
 - Add all as "events" on Facebook.
- Cable Access Television
 - We are continuing to talk with Local Access.
- Little Free Library
 - See Director's Report.
- Asa Waters/Library Picnic
 - See Director's Report.
- Policy Review
 - Deferred.
- Camera/Security
 - Christine Fintzel researched camera usage in other libraries. It seems as though most larger towns have security cameras, while most smaller towns do not. Libraries with cameras have them in limited areas. Either in areas or high traffic or locations with expensive materials.
- 2020 Plans
 - Movie Nights. We are planning one around the School's April vacation.

Other Topics Not Anticipated to be Discussed

- MPC investigated the damaged box on the roof. Likely hit by lightning. We will look into coverage under our insurance. Carol Burke brought up for discussion looking into the feasibility on putting a lightning rod on the Library. This is the second time that this box has been hit by lightning.
- Eric raised the possibility of impacts due to the novel coronavirus. There is a shortage of protective equipment and sanitary supplies as they are being purchased in large quantities. We will want to ensure we are prepared. Eric also asked if the Library, Town or Massachusetts Board of Library Commissioners has emergency public health policies or procedures. If not, we may want to consider writing them. The Town's Board of Health will step in and determine what will happen to public buildings.

What We've Been Reading:

- Jeff Raymond
 - *Singing with All My Skin and Bone* by Sunny Moraine
- Carol Burke
 - Nutritional titles about lowering cholesterol
- Christine Brady
 - *When We Meet Again* by Kristin Harmel
 - *Family Tree* by Susan Wiggs
- Tracey Graham
 - *The People in the Trees* by Hanya Yanagihara
- Stephanie Phillips Richter
 - *Star Wars: Doctor Aphra* by Kieron Gillen and Simon Spurrier
- Amanda Leighton
 - *The Stoic Change* by William B Irvine

Adjournment: Christine Brady motioned to adjourn the meeting at 8:53PM, seconded by Christine Fintzel, approved unanimously.

Next meeting to be scheduled tentatively for April 7th, 2020.

Due to the current guidance in place by the Town of Millbury and Millbury Board of Health, and with the policies in place by the Millbury Public Library surrounding COVID-19, it is not possible to submit a final copy signed by the Millbury Public Library Board of Trustees. All minutes will be recorded, signed and resubmitted upon the first in-person meeting of the Millbury Public Library Board of Trustees.