

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 11/17/2020

Time: 6:00PM

Location of the Meeting: Online via Zoom/Phone Dial-In/Local Access Broadcast

Meeting Type: Regular x Special Emergency

Present: Jeff Raymond (Zoom), Stephanie Phillips Richter (Phone), Christine Fintzel (Phone), Andrew Borus (Zoom), Eric Boll (Zoom), Christine Brady (Zoom), Carol Burke (Phone).

Agenda

1) Call to Order – 6:04 PM

2) Minutes – Anne asked that we amend minutes to say MPC rather than NPC, and note in the Covid 19 updates that the town manager had asked her not to put any guidelines in place because of the ongoing changes.

- Motion by Andrew Borus to accept the minutes of September and October as amended.
Seconded by Eric Boll.
 - Approved Unanimously.

3) Citizens Forum – No Speakers

4) Director's Report

- Ann met with the town manager. She invited him to come to this meeting but he had a prior commitment. He hopes to attend the next meeting.
- Ann has been having some incidents with dumpsters lately. Three different people have placed recycling and trash in the dumpster. On two separate occasions staff members witnessed it happen. Ann found trash containing contact information for individuals in the dumpsters and sent that information along to the town manager. Ann bought locks and installed them on the dumpster, but the locks were quickly broken and more trash was put in the dumpster. The new Town Manager recommended we get another set of locks and put them on the dumpster. Ann explained that a staff member spoke to one of the individuals who emptied the trash in the dumpster, and the person indicated that they had been doing it for years.
 - Chris Fintzel suggested installing a camera facing the dumpster. She also suggested using a stronger lock. Additionally, she mentioned displaying a sign or sticker that says something similar to "Illegal dumping will be prosecuted".
 - Carol Burke asked that the names of the individuals we have be handed over to the police.
 - Eric Boll asked if there were any gates around the dumpster. Ann indicated that there are not. Eric Boll also suggested fining people for dumping.
 - Jeff Raymond asked if there is anything else that can be done, such as having the DPW install another trash receptacle nearby.

- Carol Burke supports the idea of installing a camera. She also said that the dumpster used to be on the lawn of the library. Carol asked if the fire department uses the dumpster. Ann says that the Fire Department does but does not use it frequently.
- On October 25th Johnson Controls called because the Wireless Panic signal went off. Ann called to see if the Fire Department or Police had received anything in their log. It ended up being a glitch in the Johnson Controls system.
- Ann organized a Ghosts and Legends program that had 46 attendees.
- The Wowbrary account was updated. Any patron can customize their own accounts. Ann added a new banner.
- There was a leak on the wall and a puddle on the floor near Ann's office. Ann called MPC and it they determined it was a leak in the bottle vent in the attic that caused a glycol leak. It leaked down to the next floor.
 - Carol Burke asked if there was a yearly check on the equipment by MPC. Ann said that is not something that is done, but she will look into seeing if that is something MPC would be able to do in the future.
- Ann put in a request for MPC to come back to fix the urinal in the men's public bathroom.
- Ann has been working on applications for 4 grants. The library was granted a \$1000 mini-grant to run digital training skill programming for adults who are seeking jobs. The person conducting the class is charging \$75 per class – (Ann is spending \$375 and getting \$1000).
- Ann typically does the Rosemary Davis grant each year. The grantors are transitioning away from applications and moving towards giving a portion of funds to every library that has applied each year in the past.
- There appeared to be another leak in the same spot on the roof that was repaired by Greenwood in July. Greenwood indicated there was a one year guarantee so a roofer came and repaired the leak. The roofer showed Ann a picture of the work he did and it looked different than the repair that had been done by Greenwood in July. Ann got in contact with the owner of Greenwood and he indicated that the spot the roofer repaired was actually a different leak, but he would not be charging us. The fix is only temporary but Ann is working on getting quotes to have a permanent fix done in early Spring.
- Horizon Solutions began switching out the lights in the library to new energy efficient bulbs. Ann contacted Connor, the assistant planner, to make sure that new lights are also installed in the Fireplace room.
- Jeff Raymond, Ann, and Pat of the Friends plan to meet to discuss allocating the grant money.
- CWMARS is holding a directors meeting on December 1st. Ann will find out if there are any increases in fees at that point.
- Ann continues to add to the Library of Things.

5) Subcommittee Updates (to be addressed in bulk as opposed to individually)

- **Facilities Subcommittee** – Three bids were received on the sidewalk and stairs. Ann said that Paul believes it may be beneficial to separate the work and do each project separately. The three bids were for \$4,600, \$4,300, and \$5,900. All three firms mentioned that the cement blocks near the electric charging station were out of ADA compliance. One contractor also noted that the cement in certain areas is sinking. Eric Boll asked if there was an estimate done previously. Ann indicated that Jamie had received an estimate for the stairs for \$9,999.

- Jeff Raymond mentioned that phase 2 of the downtown renewal project will be beginning soon. The construction will go past the library. Jeff suggested we look into combining the sidewalk and stairs project with the downtown renewal project. Facilities subcommittee will continue to discuss.
- **Technology Subcommittee** – Ann asked other directors about how they are using the library chat system. Several of the directors indicated they bought the software but don't use it. The director of CWMARS is connecting Ann with a group of library staff who use the software regularly on December 8th. Eric Boll mentioned that the software offers real time chat as well as a data base of FAQs and Self Help Guides, texting, and email logging. Eric indicated that the software has good security measures.
- **Endowment Subcommittee**
- **NEA Big Read Subcommittee**
- **Strategic Plan Subcommittee** – Committee met to discuss the Action Plan for 2022 and outlined 10 goals. Ann will submit once the plan is finalized.
- **Policy Review Subcommittee**
- **Pandemic Response Subcommittee**

6) COVID-19 Updates

- **Library Reopening Updates**
 - i. **Curbside Pickup** – no discussion
 - ii. **Next phase discussion (if any)** - Board consensus is that there is no need to rush into opening library at this point in time.
 - iii. **COVID-19 Policy discussion** – no discussion
 - iv. **Staff input** –
 - Ann gave a survey to the staff regarding what tasks they would feel comfortable doing while working at home. She is working on putting together an outline of how things would work if staff need to begin working from home.
 - Ann met with the regional nurse, Julie, who gave her feedback on some staff questions. She also suggested using a sign in book for staff and vendors that enter the library.
 - v. **Next steps**

7) New Business

- **BLM Display Complaint** – Ann received a call from a patron who wanted to make a formal complaint about the Black Lives Matter window display. The patron filled out the complaint form and specifically mentioned the word "Resist", that they believe the sign promoted violence, and that the display was a political statement. Ann sent the patron some information on why libraries are promoting the books and creating similar displays. Ann let the patron know that if he was not satisfied with the library's reasoning that he could come to Library Board Of

Trustees meeting. The patron was not in attendance at the meeting. The patron had indicated to Ann that he would be calling the ethics commission to report the library. Ann called the number available from the ethics commission and spoke to an attorney. Ann explained the situation and asked for feedback from the attorney. The attorney took about a week to get back to Ann and then indicated that they believed the library was not breaking any rules or laws. Jeff Raymond mentioned that he looked into the issue of libraries making “political statements”. He believes it would only be an issue for a library making a “political statement” if it related to something currently on the ballot. Because an official complaint was made, it was necessary for board to vote on it.

- Jeff moved that the board accept the complaint as it was written and that no action be taken on it. Seconded by Stephanie Phillips Richter.
 - Some points of clarification on the motion from Christine Fintzel and Eric Boll
 - Approved Unanimously
- **Budget**
 - Jeff Raymond mentioned that budget season is approaching, and there is more to come on this.
- **Invite to new Town Manager for future meeting** – discussed during Library Director Update.

8) Old Business

- **Chain of Lights basket** – did not discuss
- **Stairs Enclosed Space** – did not discuss
- **Library Website** – did not discuss
- **Cable Access Television** – did not discuss
- **Little Free Library** – Eric Boll viewed the Little Free Library at the mall and cleaned it up a bit. It is still in use. The agreement still needs to be signed. The Public Library is not officially part of the program yet.
- **Exercise Bike idea** – did not discuss
- **Friends of the Library** – did not discuss
- **Capital improvement plan** – did not discuss
- **Halloween Photo Contest** – Tracey mentioned that the contest did not have as many contestants as she had hoped. There were several contestants from out of town and out of state. The people who were involved were excited and the winners enjoyed the prizes. Timothy J Sweets, Enchanted Passage Book Store, and Pizza Chef were all very generous and donated prizes. Charles Cooper, Scott Despres from Board of Selectmen, and Christine Fintzel were the judges of the contest.

9) Other Topics Not Anticipated to be Discussed

- Tracey put together a google form that she intends to send to the schools. The plan is to have schools disseminate the form to students who are enrolled and have parents fill out the form. The forms will be used to open library cards for the students, and then the library cards will be distributed through the schools.

10) What We've Been Reading

- Jeff – The Splendid and the Vile by Erik Larson

- Carol Burke – Book on low carbohydrate diets
- Christine Fintzel – Awakening with Sanskrit by Dr. Katy Jane
- Eric Boll – Books on data analytics and quantum computing
- Stephanie Phillips Richter – Joined a book club. Red at the Bone by Jaqueline Woodson
- Christine Brady – If I were you by Lynn Austin, Bells for Eli by Susan Beckham Zurenda, Paris Secret by Natasha Lester, The Book of Lost Names by Kristen Harmel, The Return by Nicholas Sparks, Becoming by Michelle Obama, In an Instant by Suzanne Redfearn, Blue Columbine by Jennifer Rodewald
- Ann – Charlotte’s Web by E. B. White
- Andrew – CFA study material
- Stacey – Dread Nation and Deathless Divide by Justina Ireland and

11) Adjournment

- Motion to adjourn at 7:29 by Carol Burke. Seconded by Christine Brady.
 - Approved unanimously

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.