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**Town of Millbury  
Meeting Minutes**

**Board of Trustees Millbury Public Library**

Date: 1/19/2021

Time: 6:00PM

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

Meeting Type: Regular x Special Emergency

**Present:** Jeffrey D Raymond (Zoom), Stephanie M Phillips Richter (Zoom), Christine Brady (zoom), Christine Fintzel (Phone), Eric Boll (Zoom), Carol Burke (Phone)

**1. Call to Order – 6:06 PM**

**2. Minutes – Motion by Jeff Raymond to amend minutes that were accepted at the last meeting by adding in covid disclaimer at bottom. Seconded by Stephanie Phillips Richter.**

- Approved Unanimously

**3. Citizen Forum – no discussion**

**4. Paul Stringham, Building Inspector - Stairs and Walkway –**

- Paul said that if the all the work is done together as one piece (both stairs and the walkway), it will need to go out for a formal bid.
- Paul said that if the cost of the project is under \$10k, then a bid does not need to be put out. If the project cost is over \$10k, but under \$20k it must go out to bid to at least 3 reputable contractors. The project must have the same specifications for all 3 bids.
- Jeff indicated his belief that if the project is under \$50k, rather than the 20 that Paul mentioned, that the project can be put to the reputable contractors and not out for open bid.
- Jeff indicated that through town meeting approved warrants, the library has \$49k available for the projects.
- Paul believes that the walkway directly in front of the front entrance of the library does not need to be repaired.
- Paul offered to write up uniform specifications for the project. He will have them ready for the next Library Board meeting. If uniform specifications are approved by the board, they will then be sent to the three contractors Ann had previously received bids from.

**5. Directors Report**

- Ann thanked the board for sending gift cards for the library staff.
- The boiler passed inspection.
- The lightbulbs for the reading room came in, but they were not the right size. They are working on getting the correct bulbs.
  - Chris Fintzel suggested that Ann look into partnering with Mass save to get the bulbs. Ann will look into that.

- MPC Update – There have been frequent leaks of glycol through the ceiling. Ann wants to know what can be done to prevent the leaks. MPC is working with a new vendor to get the parts that they need. They needed to replace 2 actuators in the community room.
- Ann is working on the new budget for next year.
- The winter reading challenge for January has 13 participants
- Ann is working on five grants – she has completed two. Digital training funds will be received in February. Rosemary Davis grant – covering 3 programs (\$1,200) related to wildlife. Ann should hear back from the Cultural Council by the end of the month. Ann did not receive the round 1 rural libraries grant. She hopes to receive the grant in round 2. She also applied for the LST “Mind In the Making” grant – Would be a \$10k grant to create an enhanced play area for ages 0 – 6.
- In December of 2020 Governor Baker restored funding to MBLC.
- Library now has a YouTube channel.
- Will be receiving State Aid as one lump sum – will be 20% higher than last year.
- The disc cleaning machine keeps breaking. Ordering a new machine using funds from state aid - \$900. Reached out to multiple libraries to find out what other libraries recommend.
- Tracey – The Bean Stack Winter Reading Challenge has mostly children signed up, but many adults have also signed up. There was an Art contest that had 40 entries. Young scientist program will be running from January 14 – 19. Earlier in the day there was a cartoon program with LJ Baptiste – they will be doing a second program with him in February.

## **6. Covid-19 Updated**

- Library Reopening Updates – no discussion aside from home delivery discussion.
  - i. Curbside Pickup
  - ii. COVID-19 Policy discussion
  - iii. Staff input (if any)
  - iv. Next steps
- Jeff asked about putting together a delivery service. Staff are currently opposed to the idea because they do not feel comfortable using their own vehicles. Tracey mentioned that at last library that she worked at that volunteers took care of service. Stephanie Philips Richter requested that Ann get in contact with another town that does delivery and sees how they go about it. Carol asked how patrons would get books back to the library. Chris Fintzel asked about how weather would affect delivery program.

## **7. Subcommittee Updates**

- **Facilities Subcommittee** – see notes on Paul Stringham
- **Technology Subcommittee** – starting July first download speed will be increased to 200 mbps.
- **Endowment Subcommittee** – established subcommittee with Andrew, Carol, and Stephanie
  - Motion by Jeff Raymond. Seconded by Eric. – Approved unanimously

- **NEA Big Read Subcommittee** – no discussion
- **Strategic Plan Subcommittee** – discussed survey questions. Focus group for survey will be on February 2<sup>nd</sup>.
- **Policy Review Subcommittee** – no discussion
- **Pandemic Response Subcommittee** – no discussion

## **8. New Business**

- **A. Response: Capitol Building Incident, Washington, DC**
  - Tracey brought this before the board to see when and how the library would respond to certain events. Tracey, who manages the social media pages, currently points patrons towards unbiased informational sources. Consensus of the board is that the library staff can respond to the community in the ways they best see fit.
- **B. Program funding**
  - i. Summer Reading – Ann requested that endowment funds be used to pay for programs from March until August. Ann applied for a donation from Hometown bank and hopes that will cover some costs.
  - ii. 2021 Events
    - Motion by Jeff Raymond to wave the policy that prohibits funds being taken from the endowment until there is a set of policies in place endowment withdrawals. Seconded by Chris Brady.
      - Approved Unanimously.
    - Motion by Jeff Raymond to withdraw \$5000 from the endowment to cover programing through August 2021, with the intention that any grants that are received to cover any sort of events will be directed towards the event or back towards the donation account. Seconded by Carol Burke.
      - Approved Unanimously.

## **9. Old Business**

- **Chain of Lights basket**
- **Stairs Enclosed Space**
- **Library Website**
- **Cable Access Television**
- **Little Free Library** – Ann has not heard back from Layla, her contact at the organization.
- **Exercise Bike idea**
- **Friends of the Library** – Plan is to raise funds by selling bags of books for \$5 by genre.
- **Capital improvement plan**
- **Invite to new Town Manager for future meeting**

## **10. Other Topics Not Anticipated to be Discussed**

## **11. What We've Been Reading**

- Jeff Raymond – The Possession of Natalie Glasgow by Hailey Piper, and Ringman by Dave Dwinell
- Christine Brady – Waratah Inn by Lily Morten, A Quilt for Christmas by Sandra Dallas, Candlelight Christmas by Susan Wiggs, While We're Far Apart by Lynn Austin, The Noel Letters by Richard Paul Evans, Hidden Places by Lynn Austin, Life without Flowers by Marci Bolden, The rescue by Nicholas Sparks, Truly Madly Deeply by Karen Kingsbury, Honeysuckle Season by Mary Ellen Taylor
- Ann – Involved with a Cad for Seven Years in the Twilight Zone by Darlene Nolin
- Carol Burke – The Complete Make-Ahead Cookbook
- Tracey – Dominicana: A Novel by Angie Cruz, Not So Pure and Simple by Lamar Giles, The Blue House by Phoebe Wahl, and The Night Is for Darkness by Jonathan Stutzman
- Andrew Borus – Ishmael by Daniel Quinn

**12. Adjournment** – Motion to adjourn by Christine Fintzel. Seconded by Carol Burke. 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.*