

2019 SEP 18 PM 12:02

MILLBURY, MASS.

Town of Millbury

Meeting Minutes

Board of Trustees Millbury Public Library

Date: 7/30/19

Time: 6:00PM

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular Special x Emergency

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

Absent: Paul DiCicco and Christine Fintzel

Call to Order: Jeff Raymond called the meeting to order at 6:04PM. Jeff moved the Board into executive session at this time. The special meeting resumed at 6:26PM.

New Business: Job application and posting for the new Assistant Library Director and Children/Teen Librarian.

- Ann gave her input on the name of the position. We will put Assistant Director first and Children/Teen Librarian second.
- The Board was undecided on whether to change "teen" to "young adult" or "children/teen" to "youth." Ann and the Assistant Director Search Sub-Committee will discuss further.
- Delegation of assigned duties referenced in the job description needs to be reviewed by Town Human Resources. We want to ensure there is no conflict with assigning or overseeing duties and responsibilities between non-union and union staff.
- The decision was to require a bachelor's degree, and list a Master's of Library Science as preferred. The Sub-Committee will review all applicants with equivalent experience, however.
- Christine Brady motioned to approve the draft of the job description as amended and submit to the Town for review, seconded by Carol Burke, unanimously approved.

2020 Fiscal Year Budget Discussion.

- The Town has requested the departments review any capital projects that are going to be needed in the next three years. We are looking to lock in numbers for this budget soon to allow for adequate planning.
- The Board and Ann Dallair will be strategically planning what work will be needed and at what budget year we will plan to make our requests.

Adjournment: Stephanie Phillips Richter motioned to adjourn the special meeting at 7:18PM. Christine Brady seconded, unanimously approved.

The block contains several handwritten signatures in blue ink. From left to right, the signatures appear to be: Eric Boll, Christine Brady, Stephanie Phillips Richter, and Carol Burke. The signatures are written in a cursive, flowing style.