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MILLBURY, MASS

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 9/17/19

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 and Christine Fintzel.

Absent: Paul DiCicco

Call to Order: Jeff Raymond called the meeting to order at 6:05PM.

Minutes: There was a brief discussion on the 8/20/19 Regular Meeting minutes, motion to approve Carol Burke, seconded by Christine Fintzel, approved unanimously.

Citizen Forum: A question was raised about the sustainability for the new positions being hired. Jeff answered the question stating that the Town is aware that the Library needs increased funding, and adequate staffing is part of that. Some positions are back fills and have been budgeted for. There is only one new position that is being added. We currently have enough room in the budget for this position. Moving forward, the Town and Budget Committee are aware that with increased population in Millbury and higher circulation numbers that additional funding for staffing is not only important, but potentially required for State funding opportunities.

Staffing Discussion: There are currently three open positions; Children/Young Adult Librarian and Assistant Director, Librarian Assistant and Library Page. An additional Librarian Assistant is being discussed which is separate from the posted position.

- Children/Young Adult Librarian and Assistant Director
 - We have received six applications and have scheduled three interviews
- Librarian Assistant
 - We have received eleven applications and have scheduled seven interviews
- Library Page
 - We have received five applications and have scheduled four interviews.

Due to increased population size the Library will soon need to be open for 50 hours. We will likely be opening on Mondays to gain those additional hours. There may be a potential for increased State funding if the Library is open past 5:30PM.

Director's Report:

- Building Updates
 - MPC has updated us on the leaking heating coils. One of the six coils is covered. The other five will need to be replaced by the manufacturer (TRANE).
 - MPC is going to be onsite to fix a new leak in the Friends' Room. The leak caused damage to many of the paper bags used for the book sale.
 - There is a discrepancy with the time billed to the Library by MPC on the 8/23/2019 invoice. We are currently holding payment until this is discussed and worked out.
 - Ann submitted the Library capital needs list to the Town.

- The Sheriff Dept is coming with on September 25th and 26th for community service clean-up and will potentially be back for days in October. They will assist with leaf and brush cleanup, repair and paint outside bench and paint water damaged ceiling tiles.
- Ann attended the User Council Meeting on September 17th in Palmer
 - Discussed CWMars Strategic Planning (Expires in 2021)
 - Equipment Costs
 - Vendor Lines – Possibility for competition and additional options.
 - eBook availability and publisher restrictions
- Christine Fintzel found articles about public libraries needing Narcan on the premises. There is a question if this is or CPR training necessary at our library. This will need to be discussed further, but the consensus with the staff is that this is unnecessary due the proximity of the Fire Department. This is also a safety concern for the staff.
- Possibility on collaborating with the High School National Honor Society for tutoring opportunities.
- Ann drafted a draft Technology Lending Program.
- We have the food permit for the healthy cooking demonstration.
- Upcoming programs:
 - Genealogy classes in October and November with Kelly Canney
 - Healthy cooking demonstration with author Colin McCullough
 - Organizing with Transitions adult workshop with Jenna Elliot, founder of the Naked Flower.
- Ann completed the annual report for the Town and sent in photos.
- Professional development for the staff will be on September 27th. Elizabeth Daniels, Certified Mental Health Specialist, will be doing Team Building and Stress Management.

Subcommittee Reports:

- Children's Librarian Search Subcommittee
 - Three interviews have currently been scheduled.
- Facilities Subcommittee
 - No Updates
- Technology Subcommittee
 - T-Mobile hot spots have been returned.
 - Changing internet providers may be more complicated than it appears. Likely costing a considerable amount of time and resources.
- Endowment Subcommittee
 - September 19th is a function to meet the new CEO. Carol will be representing the Trustees.
- Discuss establishment of NEA Big Read Subcommittee
 - Deferred.
- Other Subcommittees
 - Discussed need for a Strategic Plan Subcommittee.
 - Jeff Raymond motioned to form a new Strategic Plan Subcommittee, seconded by Eric Boll, approved unanimously.

New Business:

- Chain of Lights
 - Will be held on December 8th
 - Pied Potter and Mr. Vinny Shadow Puppets will be there
 - Trustees will pass out Cookies and Apple Cider
 - Signing up patrons for library cards

- Library Staff should be compensated for working

Old Business:

- Library Hours
 - See Staffing Discussion
- Policy Review
 - Read/Edit Collection Development/Technology Lending Policies for next meeting
- Library Website
 - Deferred.
- Building Updates
 - See Director's Report
- Volunteers
 - We have enough but could always use more.
- Professional Development
 - Deferred.
- Cable Access Television
 - Deferred.

Other Topics Not Anticipated to be Discussed

- Discussed the need for interior and exterior cameras. The Library Staff feels that outside would be ok, but interior cameras are unnecessary. The parking lot is a municipal lot and we would need to engage the Town for exterior cameras.
 - Jeff Raymond motioned to begin process of researching interior cameras, seconded by Carol Burke. Eric Boll, Carol Burke and Christine Fintzel in favor. Jeff Raymond, Stephanie Phillips Richter and Christine Brady opposed. Motion fails with no majority.
 - Jeff Raymond motioned to begin process of researching exterior cameras, seconded by Carol Burke. Eric Boll and Christine Fintzel in favor. Jeff Raymond, Stephanie Phillips Richter, Carol Burke and Christine Brady opposed. Motion fails.
- Discussion if we need two librarians with MLS degrees at a local population of over 15,000. Christine Fintzel to contact State for clarification.

What We've Been Reading:

- Christine Brady
 - *Annelies* by David R. Gillham
- Christine Fintzel
 - *The Body Within: Who Are We Really?* by Marie Knoetig
- Jeff Raymond
 - *Wanderers: A Novel* by Chuck Wending
- Carol Burke
 - *The Travelling Cat Chronicles* by Hiro Arikawa

Adjournment: Carol Burke motioned to adjourn the meeting at 7:53PM, seconded by Stephanie Phillips Richter, approved unanimously.

Next meeting to be scheduled for 10/15/19.

Christine Brady
Eric Boll
Carol E. Burke
Chloe Fu

Carol Burke
Stephanie Phillips Richter
Jeff Raymond