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**Town of Millbury
Meeting Minutes**

MILLBURY, MASS.

Board of Trustees Millbury Public Library

Date: 10/15/19

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, Paul DiCicco, Christine Brady, Carol Burke and Christine Fintzel.

Absent: N/A

Call to Order: Jeff Raymond called the meeting to order at 6:04PM.

Minutes: There was a brief discussion on the 9/17/19 Regular Meeting minutes, motion to approve Stephanie Phillips Richter, seconded by Christine Brady, approved unanimously.

Citizen Forum: Deferred

Children's Librarian Search Update: The Town is in the final stages of negotiating with the selected candidate. This will not require a Trustee vote.

Policy Review:

a. Collection Development Presentation

- Ann gave a high-level overview of what collection development in a public library entails.

b. Collection Development Policy Discussion and Possible Vote

- General discussion about current collection development policy. A number of minor corrections were discussed, including those on censorship and considerations for our relationship with regional affiliates (CWMars). Jeff called for all edits to the policy be submitted to him by November 12th. All edits will be included in a new draft to review at the next meeting.

c. Technology Lending Policy Discussion and Possible Vote

- Tabled due to time. As with Collection Development policy, all edits must be submitted to Jeff by November 12th.

d. Other

- Cell Phone Use Policy was briefly discussed. This will be reviewed at a later date.

Director's Report:

- The battery backup for the telephone system came in, WorldBand called to install.
- Request to close the Library at 6:30PM on November 12th, 2019 for the Special Town Meeting.
 - Jeff Raymond motioned to close the Library early on November 12th, 2019 at 6:30PM, seconded by Christine Fintzel, approved unanimously.
- Ann sent in the state aid report.
- Millbury Cultural Council and Mary B. Grogan grants were submitted.

- Worcester County Sheriff's Office returned to organize the Friend's books behind the stairs, paint several areas and perform general groundskeeping. The Sheriff's Office will return later in the month for additional work.
- Next Friend's meeting is October 21st.
- Halloween Parade is October 31st at 10:30AM.
- The Town is continuing to work on the proposal for the West Main Street entry stairs.
- MPC switched building to heat on October 11th. Worker noticed two corroded pipes on the water heater. MPC took pictures and will be ordering new parts.
- All heating coils have been replaced by MPC. MPC is awaiting reimbursement from TRANE.
- There was a discrepancy in an invoice for MPC regarding the time spent at library versus the time billed. This is due to time being billed for traveling to procure parts.
- Ann sent list to Kim Pine for the Millbury High School National Honor Society to coordinate volunteers for the Millbury Chain of Lights.
- Friend's books area has a new area in Library. Positive feedback from community. We're looking into what to do with empty space from previous area.
- Ann met with Kristen the new Director of the Asa Water's Mansion to collaborate on events. Planning on another Egg Hunt in April and Library Appreciation Barbeque in Summer of 2020.
- Adult Programing:
 - Cooking Demo with Colin McCullough has over 30 participates signed up.
 - Two Genealogy classes had total of 17 participates.
 - Organizing Transitions has 8 participants signed up.
 - Additional Genealogy class to take place in November.
 - Free Sewing 101 classes happening in November and December.
- Staffing Updates:
 - Children's Librarian – Town HR is contacting selected candidate's references.
 - Library Assistant – One position filled, filling paperwork for the second position on October 22nd.
 - Page – New opening as current employee gave notice.

Subcommittee Reports:

- Children's Librarian Search Subcommittee
 - No additional updates.
- Facilities Subcommittee
 - Light in parking lot is out. Need to call Town Hall or Department of Public Works.
 - Flooring options for Library need to be reviewed.
- Technology Subcommittee
 - No Updates
- Endowment Subcommittee
 - Meeting will occur in early November with the new CEO to review figures.
- NEA Big Read Subcommittee
 - Subcommittee established With Jeff Raymond, Eric Boll and Christine Fintzel.
- Strategic Plan Subcommittee
 - No Updates
- Other Subcommittee Reports
 - No Updates

New Business:

- No New Items

Old Business:

- Library Hours
 - Deferred.
- Library Website
 - Added Upcoming Events further out. Need to add indicator that more information is available.
- Cable Access Television
 - No Updates
 - Trustees should be ready as a board to begin televising meetings.

Other Topics Not Anticipated to be Discussed

- Narcan Training
 - Liability is preventative.
- CPR Training
 - Town is interested in training for all employees.
 - Talk to Fire Chief for possibilities.

What We've Been Reading:

- Christine Brady
 - *The Oysterville Sewing Circle: A Novel* by Susan Wiggs
 - *Glory Road* by Lauren K. Denton
- Ann Dallair
 - *The Only Woman in the Room* by Maire Benedict
- Jeff Raymond
 - *Boom Town: The Fantastical Saga of Oklahoma City, Its Chaotic Founding, Its Apocalyptic Weather, Its Purloined Basketball Team, and the Dream of Becoming a World-class Metropolis* by Sam Anderson

Adjournment: Paul DiCicco motioned to adjourn the meeting at 7:39PM, seconded by Carol Burke, approved unanimously.

Next meeting to be scheduled for late November. No date is selected at this time due to Town Election Occurring on the third Tuesday of the month.

