

RECEIVED
TOWN CLERK

2020 JAN 23 PM 1:39

MILLBURY, MASS.

**Town of Millbury
Meeting Minutes**

Board of Trustees Millbury Public Library

Date: 12/03/19

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 6:05PM.

Minutes: There was a brief discussion on the 10/15/19 Regular Meeting minutes, motion to approve Stephanie Phillips Richter, seconded by Christine Brady, approved unanimously.

Citizen Forum: Deferred

Children's Librarian Introduction: Ann formally introduced Tracey Graham as the new Children's and Young Adult Librarian and Assistant Director. Tracy comes to us from the Newton Free Library.

Policy Review:

a. Collection Development Policy Discussion and Possible Vote

- Tabled

b. Circulation Draft Policy

- The Board discussed the draft for the new circulation policy. Because this is an official policy of the Library, we need to ensure industry terms are used. However, because this policy is also patron facing, we need to make it easily understood in "layman's terms."
- See attached document, "Millbury Public Library - Circulation Policy Rules (Draft)."

Director's Report:

- WorldBand installed the battery backup on a server. They also installed a new hard drive for a computer that is now set up in the Teen Room.
- Jeff from WorldBand explained we need more access points or to strategically place our router for better Wi-Fi access. This may need to be discussed with CWMars. There is concern that we do not have sufficient bandwidth for access points.
- WorldBand was back because a computer on the upper level needed a new CMOS battery. They replaced and the computer is functioning.
- WorldBand updated the DNS servers for the telephone system.
- We hired three new staff members in addition to Tracy.
 - Library Assistant
 - Nadia Friedler
 - Page
 - Angelina Fenuccio
 - Kayla Branowicki

- Millbury Chain of Lights is December 8th. We will have Pied Potter at 12:00PM, story times at 11:30AM and 2:30PM and Vinny's Shadow Puppets at 3:00PM. Millbury High School National Honor Society students will be by to volunteer throughout the day.
- A community member has donated a owl display that will be on top of the glass case.
- The Halloween parade was a success with a great turnout, despite inclement weather.
- We are adding a new section for large print titles in the Juvenile and Young Adults sections.
- Library Legislative Day at the Massachusetts State House is on April 2nd, 2020.
- National Legislative Day is May 4th and 5th in Georgetown.
- Ann attended the MLS Annual Conference on November 4th. Discussed the FY 2021 request for and increase to \$12 Million in state funds to Public Libraries. This is an increase from \$10,059,081.00 for FY 2020.
- Copy Machine was repaired on November 8th because the feeder was broken.
- Last Friends meeting was on November 20th. Discussed funding for Library events.
- Strategic Planning rescheduled to December 17th at 6:00PM.
- Ann and Tracy attended the User Council Meeting and Youth and Family Community Partnerships (YFCP) on November 11th.
- We discussed events with the YFCP and budget restrictions will only allow for one event. We're looking at music classes as they are open to a wider range of individuals.
- The light in the parking lot has been replaced.
- The Library has been approved for \$9,669.84 as an initial award for FY 2020.
- MPC needed to replace the motor on the roof due to a venting issue. A new control needs to be ordered as it appears to have been struck by lightning.
- A leak was found in the boiler room on the heating ventilator and a water pump is broken.
- We have sent out several quotes for new carpeting. Those will be received in early December. Previously this was budgeted at \$50,000.00.
- The Hot Spots are still not working. We should have a technician come to the library to ensure they are set up properly.
- Wi-Fi was down and needed to be reset. It appears a new access point is needed and will cost approximately \$990.00 for a new one.
 - Jeff Raymond motioned to authorize the use of unrestricted donation funds in the amount of \$1,250.00 to be used for Library Wi-Fi, assuming the funds are available, seconded by Christine Brady, approved unanimously.
- We had many successful events recently:
 - Healthy Whole Food Desserts – 28 participants
 - Halloween Parade – 100 participants
 - Robots at the Library BVT Robotics Club – 31 participants (Full)
- We have high interest in upcoming events:
 - Sewing 101 – 10 participants registered for November class
 - Sewing 101 – 7 participants registered for December class
 - Chain of Lights on December 8th. This will be all volunteer. Town has stated this is not an official town event, so staff cannot be paid for a working day.
 - Dinosaurs Rock on December 15th – 57 Students and 42 Adults registered (Full) and wait list is full
 - Curious Creatures on December 26th – 13 children and 9 adults registered
 - Rainforest Reptile to take place over February vacation – 30 registrants
- A step stool was ordered for the children's bathroom.

Subcommittee Reports:

- Children's Librarian Search Subcommittee
 - Jeff Raymond motioned to dissolve the Children's Librarian Search Subcommittee, seconded by Eric Boll, approved unanimously.
- Facilities Subcommittee
 - No Report
- Technology Subcommittee
 - No Report
- Endowment Subcommittee
 - No Report
- NEA Big Read Subcommittee
 - Subcommittee members are currently reading a prospective book, *Borne* by Jeff VanderMeer, and researching activities for the grant proposal.
- Strategic Plan Subcommittee
 - No Report
- Other Subcommittee Reports
 - Deferred

New Business:

- Asa Waters/Library Picnic
 - Item moved to Old Business.
- 2020 Plans
 - Introductions to the community
 - In 2020 we will make an effort to rebrand the Library. This will include a new logo and possible slogan for the Library and programs.
 - Kick-off event is planned for January.
 - Events
 - We will be planning regular large events during the year. The first of which is going to be traveling golf.
 - Possible enclosed space under the stairs
 - We will look into options for enclosing the space under the stairs for functional, safety and esthetic purposes.
- Other New Business
 - Jeff Raymond motioned to allow the Library Director to use her best judgment in adjusting the hours on Christmas Eve, seconded by Christine Fintzel, approved unanimously.
 - Jeff Raymond motioned to allow the Library Director to use her best judgment in adjusting the hours on New Years Eve, seconded by Christine Brady, approved unanimously.

Old Business:

- Library Hours
 - Deferred.
- Library Website
 - Deferred.
- Cable Access Television
 - Deferred.
- Asa Waters/Library Picnic
 - Deferred

Other Topics Not Anticipated to be Discussed

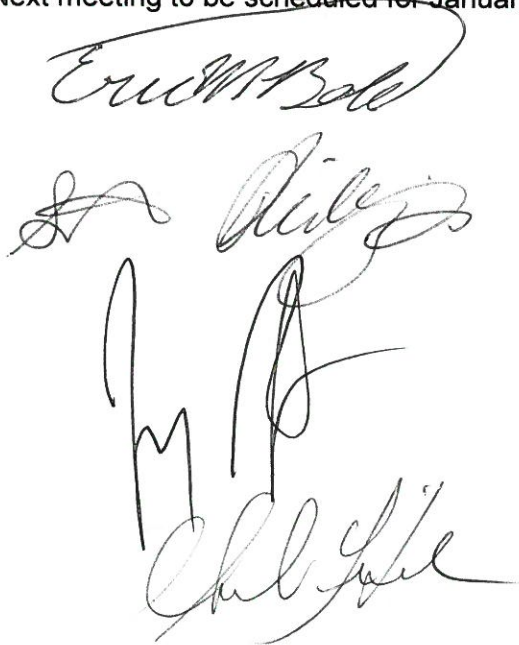
- Deferred.


What We've Been Reading:

- Jeff Raymond
 - *In the Dream House* by Carmen Maria Machado
- Stephanie Phillips Richter
 - *Thank You, Mr. Panda* by Steve Antony
- Christine Fintzel/Eric Boll
 - *Borne* by Jeff VanderMeer
- Ann Dallair
 - *Goosebumps: Egg Monsters from Mars* by R. L. Stine
- Christine Brady
 - *Winemaker's Wife* by Kristin Harmel
 - *Christmas Jars* by Jason F. Wright
 - *Cross Roads* by Paul Young
- Amanda Leighton
 - *Renew Yourself: A Six-Step Plan for More Meaningful Work* by Catherine Hakala-Ausperk

Adjournment: Jeff Raymond motioned to adjourn the meeting at 8:12PM, seconded by Stephanie Phillips Richter, approved unanimously.

Next meeting to be scheduled for January 21, 2020.




Carol E. Burk