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**Town of Millbury  
Meeting Minutes**

**Board of Trustees Millbury Public Library**

**Date:** 1/21/2020

**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 6:06PM.

**Minutes:** There was a brief discussion on the 12/03/19 Regular Meeting minutes. Tracey's name was misspelled in two places. Motion to approve by Christine Brady, seconded by Stephanie Phillips Richter, approved unanimously.

**Citizen Forum:** Deferred

**Policy Review:**

- a. **Collection Development Policy Discussion and Possible Vote**
  - Tabled
- a. **Circulation Draft Policy Discussion and Possible Vote**
  - Tabled
- b. **Incident/Emergency Policy Discussion and Possible Vote**
  - Tabled
- c. **Policy Strategy for 2020**
  - Tabled

The board agreed that more time was needed to review the policies due to the holidays.

**Director's Report:**

- MPC replaced controller on roof. This was likely damaged at some point due to a lightning strike.
- We had a very successful Chain of Lights. Good steady crowds throughout the day. We ended up running out of refreshments.
- Ann submitted the updated Library budget to the Town on December 14<sup>th</sup>.
- T-Mobile was able to fix the hotspots again. They confirmed there is an issue with some devices that if left discharged for a period of time they can reset.
- Carol renewed membership for all Trustees to the MBLC.
- We have received four quotes for the carpets in the Library. They are significantly higher than expected and may require a bid. The Facilities Subcommittee should be engaged to review and guide this process.
- The Library closed early for Christmas and New Year's Eve. No comments from patrons.

- The Town was called for the center parking light to be fixed. The light should now be working.
- The agreement with direct energy is expiring and there is a new potential supplier.
- MPC was called in due to an odor in one of the bathrooms. A toilet needed a seal replaced.
- Little Free Library contacted the Library to and Friends to discuss managing a Free Library at the Millbury Shoppes at the Blackstone Valley. The location is not yet determined. Ann has agreed to have the Library manage the box. The Little Free Library will own the box.
- Ann met with the Town Human Resources about an additional part-time Assistant Librarian position. This will help staff the additional hours.
- CWMars has increased their budget for the FY2021.
- Several computers needed updates as Microsoft ended support for Windows 7.
- BankHometown contacted the Library for potential sponsorship opportunities in the summer.
- We have not received any new Library logo submissions yet.
- 41 individuals have signed up for the upcoming Maple Syrup Event.
- It was again recommended that the Library use the security software Deep Freeze. If it is in the budget, then we will plan to purchase.
- All the J14 magazines were stolen from the Teen section. It was reported to the police. They commented that this is the third incident in less than a year where cameras would have been helpful.
  - Jeff Raymond motioned to direct Ann to create a plan for implementing cameras at the Library, seconded by Carol Burke, discussion as follows:
    - It was asked if the Town had an existing contract that we could utilize. They likely do, but it is unknown if we can add to that.
    - It was asked how this process would work. This would essentially be a subcommittee in which Ann would be appointed chair.
    - Comment that this is becoming a reality and it may be time to invest in additional security for the Library and staff.
    - Comment that if done, this needs to be strategic.
    - Staff's opinion is neutral and there is no union concern.
  - Jeff called for the vote:
    - Yes: Chris Fintzel and Carol Burke
    - No: Jeff Raymond, Stephanie Phillips Richter, Eric Boll and Christine Brady
  - Motion failed
- Ann will be taking a short leave of absence from mid-April to May.

#### **Subcommittee Reports:**

- Facilities Subcommittee
  - Carpets in the Community room will likely need to go to a competitive bid or procurement process.
- Technology Subcommittee
  - Eric recommended that the Subcommittee work with Ann on researching alternative security options to cameras.
- Endowment Subcommittee
  - Carol discussed a scholarship opportunity through the Greater Worcester Community Foundation.

- NEA Big Read Subcommittee
  - The Subcommittee is recommending that we spend the year planning for the 2021 NEA Big Read.
- Strategic Plan Subcommittee
  - The Committee met to begin planning. They are reviewing goals and reviewing language.
- Other Subcommittee Reports
  - Deferred

#### **New Business:**

- Director Reviews – March/April
  - These will likely take place in March. Trustees will work on language in February. There will be an open meeting, letter to staff and a self-evaluation.
- Chain of Lights basket (Trustees Sponsor)
  - For next year the Trustees should sponsor a basket and include a favorite book
- Package delivery waypoint discussion
  - The idea is to off the Library as a package drop off center. It is unclear what the liability would be. There may also be insurance consequences. Although this is a good idea, we may want to look into third-party or commercial options.

#### **Old Business:**

- Library Hours
  - Library hours with change on March 1<sup>st</sup>, 2020.
- Stairs Enclosed Space
  - Building inspector and Fire Chief confirmed enclosing the space is feasible.
- Library Website
  - Deferred.
- Cable Access Television
  - Deferred.
- Asa Waters/Library Picnic
  - Deferred
- 2020 Plans
  - Mini Golf will take place in March.
  - Looking into booking a Robin Williams impersonator.

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

- Jeff Raymond discussed Cultural Council grant opportunities.

#### **What We've Been Reading:**

- Jeff Raymond
  - *An Infinity of Little Hours* by Nancy Maguire
- Stephanie Phillips Richter
  - *The World's Strongest Librarian: A Memoir of Tourette's, Faith, Strength, and the Power of Family* by Josh Hanagarne
- Christine Fintzel
  - *The Total Money Makeover* by Dave Ramsey
- Ann Dallair
  - *Charlotte's Web* by E. B. White

- *Shiloh* by Phyllis Reynolds Naylor
- Christine Brady
  - *The Christmas Blessing* by Donna VanLiere
  - *A Christmas Quilt: A Novel* by Sandra Dallas
  - *The Letter and The Key* by Kathryn Hughes
- Tracey Graham
  - *Kabu Kabu* by Nnedi Okorafor

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

Next meeting to be scheduled for February 18<sup>th</sup>, 2020.

  
  
  


  
