

**Town of Millbury  
Library Board of Trustees  
Millbury Public Library**

**Tuesday, October 17, 2023 – 6:00PM**

**Location: Millbury Public Library**

**Board Members in Attendance:** Eric Boll, Christine Brady, Susan Copeland, Christine Fintzel, Linda Gosselin, Keith St. Denis

**Library Leadership in Attendance:** Ann Dallair, Theresa Boulrice

**Minutes**

**1. Call to Order**

- a. There being a quorum, Eric called the meeting to order at 6:03 pm

**2. Minutes**

- a. The minutes from the September 19 meeting were distributed and reviewed. The minutes will be amended and presented for signatures at the October meeting

**3. Citizen Forum**

- a. No citizens present

**4. Director's Report**

- Summary of the grants from the Mary B Grogan Fund for Youth that Ann is working on for 2024
- Ann updated us on letters submitted to Mass Cultural Council for funding on several historical programs
- Coordinating an adult flower arrangement class with Diane DiPietro for March 2024. Specific date has not been determined yet.
- Completed State Aid report
- Update on activities scheduled for the Chain of Lights on Sunday Dec. 3
- Update on recent adult program attendance
- Update on receipt of new library cards
- Adult Librarian job description is now live on the town website

**5. Children/Young Adult Librarian Report**

- Storytimes averaging 20-25, update given for number of participants for recent programs
- Scavenger Hunt for September: 47
- School Visits:
  - Elmwood Outreach for Open House: 72
  - Shaw's Outreach for Open House: 160
  - Reached to the High School Librarian
    - Planning on classroom visits for library cards and a joint program
  - Assumption School:
    - Two classrooms are visiting on a regular basis roughly 12 in each class
  - Possibility of attending the Honor Society Meeting to seek volunteers
  - Theresa will be reaching out to homeschool families and possibly scheduling more workshops about homeschooling
  - Theresa will also be reaching out to the Millbury Credit Union about having workshops on finances etc. for our young patrons
- Summer 2024
  - Booking Giant Legos and starting more in depth planning next week

**6. Invoice Payment Review and Approval**

- a. The invoices for the month were distributed, reviewed and commented on.
- b. Keith St. Denis introduced a motion to approve the invoices as submitted
- c. Chris Brady seconded the motion and the motion passed unanimously.

**7. Subcommittee Updates**

**a. Facilities Subcommittee**

- Switch over from air conditioning to heat system was performed successfully
- Chiller leak test will be scheduled to be completed by Mark Hollis. Date TBD
- The wall repairs and repainting inside the rear entrance have been completed
- Sunset Sound will complete installation on our outside cameras on 10/24

**b. Technology Subcommittee**

- No update

**c. Endowment Subcommittee**

- "Growing the Good" brochure that Eric received from Carol, who attended the Greater Worcester Community Foundation's Open House this evening, was reviewed
- The possibility of inviting a representative from the GWCF attend a Library Trustee meeting was suggested

**d. Policy Review Subcommittee**

- Tabled to Agenda item 8a

**8. New Business**

- a. Policy change for multiple page print jobs
  - Regarding print jobs of more than 50 pages, Ann will check with CW Mars to see if a limit can be set at the device level
  - Also, it was noted that this is not an official "policy" but an administrative task
- b. ADA Compliance for charging stations and drop box
  - Ann contacted Connor at the Town Hall regarding charging stations and according to ADA Section 6, this is a Town responsibility, not a Library responsibility. Ann will look into a free-standing drop box for better accessibility for mobility limited patrons
- c. Millbury Chain of Lights – the Library Board of Trustees will donate cookies

**9. Old Business**

- a. Waiting for confirmation of the Town and Library employees having the same holiday on the day after Thanksgiving.
- b. Ann's Review and Goal Setting
  - Postponed due to Karyn having an emergency
  - Ann received a three-year contract renewal
  - Goals for April 2023-2024 discussed included grant writing, applying for a set dollar value and number of grants to be determined
  - Ann emailed us details regarding the Strategic Plan for FY2022-2027

**10. Other Topics Not Anticipated to be Discussed.**

- Chris Brady would like to see classes on "navigating a Chromebook"
- Chris Fintzel would like to have the Board Member telephone numbers in addition to email addresses

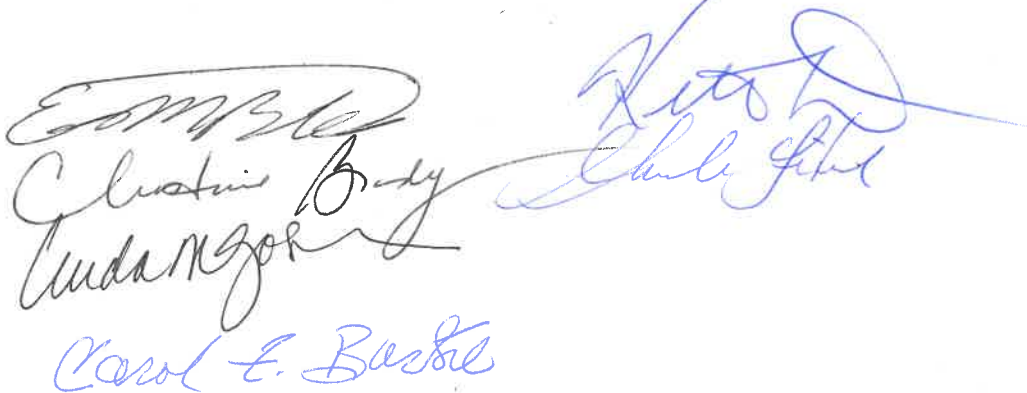
- Chris Fintzel looked around our meeting room and noticed there is much historical information stored on the book shelves and perhaps we should look into archiving options

#### 11. What We've Been Reading

- Chris Brady: The Water Keeper by Charles Martin

#### Adjournment

- There being no further business, Keith St. Denis made a motion to adjourn.
- Susan Copeland seconded the motion.
- The motion was unanimously approved and the meeting was adjourned at 8:00 pm.

  
The block contains several handwritten signatures in blue ink. On the left, there are three signatures stacked vertically: the top one is a cursive signature that appears to be 'E. M. B.', the middle one is 'Christine Brady', and the bottom one is 'Linda M. Goff'. To the right of these, there is a large, stylized signature that appears to be 'Keith St. Denis'. Below this, there is another signature that appears to be 'Charles Fintzel'. At the bottom of the group, there is a signature that appears to be 'Carol E. Baskie'.