

**Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, December 19, 2023 – 6:00PM
Location: Millbury Public Library**

2024 FEB 23 AM 10:32

Board Members in Attendance:

Eric Boll, Christine Brady, Christine Fintzel, Carol Burke, Linda Gosselin, Keith St. Denis, Susan Copeland

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 6:04 pm

2. Minutes

- a. The amended minutes from the November meeting were distributed and reviewed.
- b. Keith made a motion to accept the minutes, and Chris Fintzel seconded.
- c. The motion carried unanimously.

3. Citizen Forum

- a. No citizens present

4. Mark Hollis – Introductions

- a. Mark is the town Facilities Manager/Engineer. He updated us on the status of library facilities repairs in the queue (see Facilities Subcommittee below for additional information)

5. Director's Report

- Adult Services Librarian - Melanie King - Starts Wednesday, Jan. 3
- Staff - receiving professional development on reference services in January.
- Kim Caouette, won a scholarship to the PLA conference in April.
- Millbury Public Library state certified
- Chain of Lights - great turnout -had more than 700 participants
- Adult program attendance:
 - Adult Book Club - November - 7
 - Adult Book Club - December - 7 (Includes a new member)
 - Sound Bath Healing -18
 - Energy Healing 101 - 11
- January upcoming
 - Watercolor series - from 1/18 to 2/8
 - Friends Exercise class - Wed. Jan 3 to Feb.21
 - Simple Steps to Get Organized Thursday 1/11/24 6PM

6. Children/Young Adult Librarian's Report

- a. Update on Programs

- November Scavenger Hunt: 111
- Holiday Tree Decorating: 26 were returned out of 31, Votes. 283
- Great Success thanks to our Teen Volunteers for dressing up as Elsa, Olaf & Belle
- Messy Hands: 12
- Storytime by Candlelight: 38
- Teen Crochet: 0
- Baby Time: 0
- Writing Group: 3
- b. Story Time: 20-40
- c. Other Items
 - High School Outreach/Book Group: 6
 - Homeschool Outreach: 14
 - Still waiting from the Friends on whether they will support the other half of the Sensory Garden.
 - Winter Reading is coming! Read Around the World.
- d. Paper form, very simple
- e. Feedback from visitors
 - Family from Douglas said "This library is beautiful!"
 - Other Comments
 - Had several comments during the Chain of Lights about how great our library is.
 - "This is such a nice library"

7. 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. Susan Cleveland seconded the motion and the motion passed unanimously.

8. Subcommittee Updates

- a. Facilities Subcommittee
 - MPC - replaced valve in heating vent in upstairs bathroom.
 - Leak Chiller Test - Thursday 12/21 8-11AM
 - Mark Hollis - brought a roofer from Adam Silun from The Garland Company, to take a look at our leak issues near the tree.
 - Received 6 new curb stops and delivered. Requested 2 more.
 - Mark - has the following on the radar - bollards.
 - Elevator - quarterly maintenance - no issues
- b. Technology Subcommittee
 - CWMars adjusted the # of pages to print to the small printers. Will make signs for the public. If they have more than that, they will have to transfer their information to flash drive available at front desk.
- c. Endowment Subcommittee
- d. Policy Review Subcommittee
 - Meeting with the committee to revise our current Patron Conduct Policy. Meeting on Jan. 4 at 5:30PM

9. New Business

- a. Update to the Patron Conduct Policy

- Policy Subcommittee meeting scheduled for Jan 4, 2024

10. Old Business

- Eric will review the procedure with Jane Davolio, Town Clerk

11. Other Topics Not Anticipated to be Discussed – no discussion

12. What We've Been Reading

13. Adjournment

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

Gudam Gossé
Susan Copeland
Christine Brady
Carol Bucke
Keith St. Denis
Eric M. P. ...
Chris Fintzel