

**Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, February 20, 2024 – 6:00PM
Location: Millbury Public Library**

2024 MAR 20 PM 2:28

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 December 2023 meeting were distributed and reviewed.
- b. Keith made a motion to accept the minutes, and Chris Fintzel seconded.
- c. The motion carried unanimously.
- d. There were no minutes from the January meeting which was canceled due to inclement weather

3. Greater Worcester Community Foundation

- a. Two guests, Jacob Vasquez and Kelly Stimson gave us an update of the Millbury Public Library's Endowment growth from 1991 to present. An initial investment of \$1500 plus other monies invested through the years as well as wise investments has accumulated to a balance of \$190K

4. Citizen Forum

- a. No citizens present

5. Director's Report

- Met with Finance Committee on 2/12 - Requested a new Children's room carpet
- The Adult Librarian position was filled, but shortly vacant again due to an opportunity for a full time opening at another town.
- New question for state reporting - complaints about any material, individual titles, services, or programs
- Aspen Discovery - a new search engine that CW Mars has adopted on top of Evergreen. Staff have had training on the change which goes live on March 4 and give Evergreen a new look
- Karyn Clark is the new Town Manager.
- Adult Program Attendance:
 - Simple Steps to Getting Organized - 8
 - Friends exercise classes - 16, 18, 12, 15, 14, 16
 - Watercolor class - 14, 12, 14, 13
- Upcoming programs - Ronny LeBlanc, New England UFO's - will be held on Wednesday 3/27 at 6PM. He is on Discovery Channel's Reality TV series "Expedition Bigfoot" and Paranormal Caught on Camera on the Travel Channel. Sponsored by the Friends of Millbury Public Library
- Seascapes: How to Pastel Paint - an adult pastel painting workshop with Greg Maichack. Sponsored by the Millbury Cultural Council - Thurs. April 25 from 5:30-7:30

- Coordinated by the Friends - Sofia Talvik concert - Swedish singer at the mansion on Wednesday May 8 from 6-7PM
- Friends are willing to help support our future ongoing Sensory Garden that Theresa proposed. Funds shared from Mary B Grogan and Friends to complete the project. The Friends recommended getting expert opinion on a landscape designer. Tower Hill just got a sensory garden so Theresa reached out to them on who they hired which was someone from CA.

6. Children/Young Adult Librarian's Report

- Past Programs
 - Storytime 20-30
 - Messy Hands: 6 & 10
 - Epic Tales: 1
 - 3D Print Club: 3 & 9
 - Since opening it up to all ages, I have seen an increase in Senior citizens trying it out
 - Rise of the Robots-4 (WPI)
 - STEM Day-10 (WPI)
 - Tinker Group with the YFCP has averaged 20 participants.
 - January Scavenger hunt: 65
 - This week
 - Motoko Origami for families and Teens
 - Larp experience this Thursday (full)
- Next month
 - Circus Around the World at Elmwood
 - Klezmer Music Group
 - Egg Hunt
 - Here at the library
- Classroom visits
 - Three in January!
 - Elmwood: 24
 - Assumption 2 classrooms to a total of 25
- Upcoming outreach:
 - February 29 Teen Book Group
 - January had 7 participants
 - March 1st
 - Elmwood Community Reads
 - Shaws judging Book Lover's Doors
- Patron Comments
 - Twice patrons have said (in the same day) that our Children's Room was great
 - Three times patrons complimented our staff saying how nice they are
 - Sensory Garden - An outdoor garden area that we can use for our Summer Reading Programs.
 - We are hoping to use it for Read, Renew, Repeat and for future Library programming space

7. Invoice Payment Review and Approval

- a. The invoices for the month were distributed, reviewed and commented on.

- b. Chris Brady introduced a motion to approve the invoices as submitted
- c. Susan Copeland seconded the motion and the motion passed unanimously.

8. Subcommittee Updates

a. Facilities Subcommittee

- Roof repaired on Friday 2/9 by Gibson Roof. Unfortunately, it is leaking again - noticed on 2/14/24 - notified Mark Hollis, Town Engineer and Gibson coming back to repair it
- Results from the chiller leak test
 - They found circuit #1 was about 25 pounds low on refrigerant. They found it was leaking from the chiller barrel. I'm waiting on pricing from our vendor on a new chiller barrel and will send a quote to replace it once they get it.
 - MPC - replaced valve in upstairs vent bathroom; found emergency exit heater leaking/ need new coil.
 - Recommend treating the water on the hot water system.
- Security camera signs have arrived. Waiting for them to be installed.
- The tree in the front of our library has been trimmed.
- Called MPC today to ask about our back foyer area and a new coil for the Children's room emergency exit.

b. Technology Subcommittee

- No updates

c. Endowment Subcommittee

- No updates

d. Policy Review Subcommittee

- No updates

9. New Business

a. Updated process for Director Goals and Review

- Met with Town Manager, Karyn Clark and agreed we would use the calendar year (Jan-Dec) for review and budget purposes to align with the Town

b. Budget Review Process

- Bulk supplies will be ordered for all departments and allocated as needed, budget will reflect this change

10. Old Business

a. Update to the Patron Conduct Policy

- Suggest only beverages in closed containers will be allowed
- Policy details are still under review

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

12. What We've Been Reading

13. Adjournment

- There being no further business, Susan Copeland made a motion to adjourn.
- Keith St. Denis seconded the motion.
- The motion was unanimously approved and the meeting was adjourned at 8:13 pm.

Chris Brady *Susan Copeland*
Adam Goss *Charlie Hill* *Carol Burke*
Keith St. Denis *Ed Miller*