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MILLBURY, MASS

**Town of Millbury
Library Board of Trustees
Millbury Public Library
Tuesday, November 21, 2023 – 6:00PM
Location: Millbury Public Library**

Board Members in Attendance:

Eric Boll, Christine Brady, Christine Fintzel, Carol Burke, 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 amended minutes from the September meeting were distributed and reviewed, followed by the October minutes being distributed and reviewed. Carol made a motion to accept both months' minutes, and Chris Brady seconded. The motion carried unanimously.

3. Citizen Forum

- a. No citizens present

4. Director's Report – updates provided by Ann:

- **Adult Services Librarian** - 12 resumes received, interviewing 5 on 11/29 and 11/30
- **Evergreen** (our library network) will have a new look. Aspen Discovery is a software that CWMars Directors voted on to add to our current Evergreen system. Staff training will be in January and February. CWMars plans to go live early March 2024.
- **New library cards** are going well - many people are coming in to ask for them.
- **Constant Contact** - digital email - 466 email sign ups - last digital email sent out a few weeks ago with a 60.6% open rate
- **Awarded the Mary B Grogan grant** - requested \$1810.00 - will receive \$2,550.00. The remaining will be going towards a Sensory Garden(**More info below**) in the front of the library. Friends of the Millbury Public Library will be partnering to expand.
- **Ann updated us on the Adult program attendance:** Adult Book Club 6, Watercolor classes 8, 9, Ghostology registered 40, Sound Bath Meditation 12/7 - 36 registered, Energy Healing 101 -12/13 - have 15 registered as of today
- **January upcoming**
 - Possible another Watercolor series
 - Simple Steps to Get Organized Thursday 1/11/24 6PM
- **Budget time** - will be requesting a new carpet (carpet squares) for the Children's Room.
- **Requesting an increase for ink** as we have newer printers (they use different ink cartridges) and WinWaste increase - new contract with town
- **We are all set for the day after Thanksgiving** for the union staff.

5. Children/Young Adult Librarian's Report: Updates provided by Theresa:

- **Programs**

- Storytime 30-33, Halloween Storytime 23 (Special Thank You to Chris Brady for volunteering), Messy Hands 19, Teen Crochet 2, Baby Time 6, 3D Print Club 7, WPI Rise of the Robots 5, WPI STEM Day 35, Decorate a Tree Program 31
- **Chain of Lights!**
 - Teen Volunteers: Elsa, Bell, Olaf
 - Decorating the Library
 - Reindeer Food is back!
- **Sensory Garden**
 - Grant/Friends will be funding
 - Outdoor space for programming both passive and active
- **Winter Reading for ages 8-100!**
 - Read Around the World theme
 - Huge map for patrons to mark as well as paper passport
 - Raffle ticket prizes
- Summer Reading after Chain of Lights
- **Outreach:**
 - Theresa will be attending the Teen Book Group at Millbury High School
 - 2nd & 3rd Grade from Assumption are continuing to have regular class visits

****The iRead Summer Reading Program's theme of 2024, *Read, Renew, Repeat*, encourages library patrons to explore conservation and biological diversity. In order to encourage our young patrons to explore and appreciate nature, Millbury Public Library will be creating a Sensory Garden, planted and maintained by our young patrons over the course of the summer. The Sensory Garden will consist of four small raised garden beds, each individual bed being dedicated to one of the following four senses: scent, taste, touch, and sight. At the center, there will be a tall garden bed accessible to our young patrons in wheelchairs that will be a combination of the four senses. Each garden bed will include signs that include instructions for taking care of the specific plants located in the garden bed as well as suggested questions and activities for parents to guide their young children's interactions when they visit the Sensory Garden.**

****In June, we will have local gardening communities such as the Blackstone Valley Gardeners, come and instruct our patrons on how to plant and maintain a garden. Patrons will have access to gardening tools through the library and will be asked to sign in at the circulation desk and check in on their plants over the course of the summer. Special buttons will be awarded to patrons who participate throughout the summer, and they will be eligible to receive extra raffle tickets for our Summer Reading prizes.**

6. Invoice Payment Review and Approval

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

7. Subcommittee Updates

a. Facilities Subcommittee

- Active leak in front foyer - sent a request to Mark with photos attached on 11/1/23
- MPC - switched to heat and went very smoothly
- Semiannual inspection on our sprinkler systems - wet/dry systems
- A recommendation was made on our dry system. We need a remote inspectors test to facilitate a 3-year full trip test. Site survey above ceiling needed. Many low points on dry system pipe in old areas. Low point drains needed. - sent request to Mark with inspection report on 11/2/23
- Gutters cleaned on 11/21
- Braza repaired 2 out of 3 cracks. The bigger one we all have to monitor as there is nothing that Braza can do except to replace the whole slab.
- Mark Hollis, Town Engineer, has the following on the radar: bollards, curb stops, and the chiller tests.

b. Technology Subcommittee

- Aspen Discovery - a new feature that will be included with our yearly subscription for CWMars - It will be a few hundred dollars more a year for this. It was voted a while ago by all of the Directors of the network. Beginning in March 2024.

c. Endowment Subcommittee

- Recent open house, better parking at new location
- They are finalizing endowments

d. Policy Review Subcommittee

- Would like to meet in December on a few changes that we would like to present to change our Patron Circ. Policy.
- Either increase charge of color copies or eliminate copying in color altogether - due to cost increase
- Increase charge for printing from .15 to something larger

8. New Business

- a. Chromebook courses – no one on one courses
- b. Preservation of Historical Archives

9. Old Business

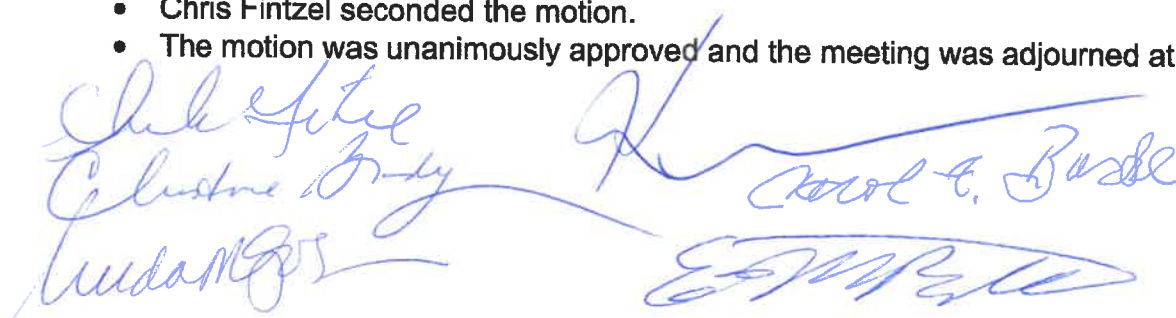
- a. Millbury Chain of Lights – Dec 3, 10:30-4:30
- b. Ann's review and goal setting – the Board discussed Ann's goals and contract

10. Other Topics Not Anticipated to be Discussed.

11. What We've Been Reading

12. Adjournment

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



Handwritten signatures in blue ink, including names like Chris Brady, Chris Fintzel, and Carol C. Basile.