

**Town Of Millbury
Meeting Minutes
Board of Trustees Millbury Public Library**

Date: 11/13/18

Time: 6pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

2019 JAN -4 AM 11: 20
MILLBURY, MAS
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TOWN CLERK

Present: Jeff Raymond, Christine Brady, Stephanie Phillips Richter, Rita Sullivan, Bob Laut, Carol Burke

Absent: Paul DiCicco

Call to Order: Ranking member Rita Sullivan called the meeting to order at 6:08pm.

Minutes: Liz Valero corrected the minutes - it was a wine glass program.

Stephanie Phillips Richter moved to accept the minutes as amended, Rita Sullivan seconded. Unanimous.

Chairman's Minute: Rita Sullivan praised the Fraud Squad Players program, although the turnout for the event was low.

Carol Burke used her time to talk about making sure we address the endowment, as our contact is retiring in June. Jeff Raymond recommended taking the January meeting to address the endowment, and it will be handled then.

Director's Report: Liz Valero feels like she is at full staff. Lisa moved to the 30 hour position and a new hire is in the old 15 hour position. Stephanie Phillips Richter confirmed with Liz Valero that there is still an old 15 hour position that hasn't been filled, and Liz Valero confirmed.

Rugs are going to be installed Thanksgiving week, and the goal is for the painting to be completed before Chain of Lights. There will also be a children's rug purchased following the completion of the floor.

Ann Dallair has an author coming for Christmas event. Programs through summer have been booked (with the exception of one program that cannot be booked until the new year). Also, the library has received a Mary B. Grogan grant for \$800, which covers three programs, and is waiting on the Cultural Council decisions. A bee program is scheduled for 8 December.

Carol Burke asked if there was follow-up on whether the janitor wanted extra hours, he does not.

Old Business: Liz Valero gave a building repair update. There is a leak that needs to be addressed, and there will be more to come.

Jeff Raymond updated that he is still working on wireless/internet issues, and it has to do with vendor obligations and what is the best route to fix it once.

Stephanie Phillips Richter gave an update about how she and Jeff Raymond went to the staff meeting. She gave an update as to what they thought and how the meeting went. Carol Burke asked about an update as to people being paid for these meetings, and they are compensated.

The discussion was raised about hours for the library. The staff was interested in having a day for meetings/professional development, and the Board discussed how to make a new day work and some hours. The Board chose to discuss this at the next meeting, along with some clearer numbers from Liz Valero as to the budgetary impact.

There was also concern raised about lunch periods for the staff and figuring out how to ensure everyone gets the breaks they are entitled to. There was concern about scheduling for lunches and for predictability, and Liz Valero is going to do more to help out the staff in that regard. Discussion at the staff meeting suggested that this may be a long-term issue that hasn't been raised.

Carol Burke asked Liz Valero about communication with the staff and the director; Liz Valero noted the open-door policy and the attempts to get more feedback from the staff through surveys and such.

Liz Valero also noted that all staff members have email addresses now, and that information will be disseminated over the next week.

Bob Laut noted that we need to take a look at year two of the five year plan.

New Business: Chain of Lights is December 2.

Jeff Raymond gave an update on the NEA Big Reads proposal. He has locked in some events, including the author, and is still working on some ideas. He pitched the Board on getting some events and areas of interest, and Jeff Raymond will bring back a draft of the proposal next meeting.

Adjournment: Rita Sullivan moved to adjourn at 7:41p, Stephanie Phillips Richter seconded.

Carol Z. Burke
Stephanie Phillips Richter
Rita Sullivan