

Town Of Millbury  
Meeting Minutes  
Board of Trustees Millbury Public Library

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MILLBURY, MASS.

Date: 6/19/18

Time: 6pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X      Special      Emergency

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

**Absent:** Carol Burke

**Call to Order:** Paul DiCicco called the meeting to order at 6:07pm.

**Presentation:** Ann Lisi from the Greater Worcester Community Foundation (GWCF) presented on the endowment held in the Library's name.

Since 1991, the GWCF has been handling an endowment with money in it for the library. She presented an annual report as well as a packet. The library has what is called an "Agency Fund," which goes into community nonprofit organizations. The Friends started the fund in 1991 with \$15,000 plus a \$50,000 deposited as part of the building fund. The fund currently has approximately \$141,000 invested and has not seen a distribution since 2000 or deposit since 2002. The fund is restricted to disbursement through the Board of Trustees, but is otherwise unrestricted in use.

Bob Laut asked about best practices, and Ann Lisi gave some guidance and recommended we start using it. Jeff Raymond asked about clarifying the "purpose" aspect of the distributions, and while the intent is for library programs and non-budget items, the "purpose" is guided by the Trustees rather than the funds. Paul DiCicco asked about the agency fees, and they are 0.5% (50 basis points) for nonprofits, which DiCicco commented is "very reasonable." Paul DiCicco asked about how private donations worked with the fund remaining an agency fund, and that is not an issue. Rita Sullivan asked about what the real estate investment in the GWCF paperwork, and it's a global holding. Jeff Raymond asked if the holdings may constitute any legal issues, such as Massachusetts statutes regarding Northern Ireland interests, and Lisi noted that it should not be a concern.

Ann Lisi will provide us examples of how other libraries have designated funds; the general preference and activity is to go through the Friends for non-budgetary concerns. Lisi left us with some recommendations on building the Friends group to help solicit funds and help with bequests and estate distributions.

Following Ann Lisi's departure, the Board discussed the structure and the management of the fund. There was discussion about the Friends group, the possibility of a Foundation, and how to handle disbursements. There is still an open question as to whether the Friends have access to the fund, and whether the Friends have a charter at all. Jeff Raymond found that the Webster

Library, who also have a fund with the GWCF, have an operating agreement between the Friends and the Trustees, and the Board will explore such a thing. Jeff Raymond moved to hold a special meeting on 17 July at 6:00p to solely discuss this operating agreement. Stephanie Phillips Richter seconded, accepted unanimously.

**Minutes:** The minutes were amended to reflect Rita Sullivan's absence. Bob Laut moved to accept as written, Rita Sullivan seconded. Unanimously accepted.

**Chairman's Minute:** Paul DiCicco used the time to discuss the upcoming summer picnic/barbecue on 19 July. We have some extra groups coming with tastings and treats. Santa will be coming, Dan Daly and Kenzo the K-9 will be there early, and the Fire Department will be assisting. Many local and regional groups will be donating food, drinks, and other supplies.

Paul DiCicco also gave thanks to Rocco's Doughnut Company for donating doughnuts to the Memorial Day Parade.

**Director's Report:** Liz Valero is attending a "live burn" as part of disaster planning training to learn about what the priority items to rescue in case of fire.

There will be delayed implementation of the full use of EventKeeper until the fall to ensure the staff is trained. We will also be using TixKeeper for museum passes.

The new bubbler/water fountain has been installed.

There was discussion of the end-of-year budget issues discussed with the town finance director due to the issues at the previous Board of Selectmen meeting. Liz Valero wants to get a camera for the chiller to ensure the security of the system.

Liz Valero will also let the trustees know about the next state trustee training.

Ann Dallair updated the board on the children's room. The Board of Trustees formally congratulated her on her graduation with an MLS. Summer Reading is ready to go, and she is booking programs for the fall.

**Old Business:** No old business.

**New Business:** Jeff Raymond moved that we discussion of staff evaluations to a special meeting on 23 August at 6:00p. Stephanie Phillips Richter seconded. Unanimously accepted.

Jeff Raymond also expressed concern about the lack of Library Trustee involvement in the Charter Review Committee. He asked the Board for their blessing to get on the next Board of Selectmen agenda to discuss the best way to approach getting a Trustee seat at the table,

which the Board was okay with. Jeff Raymond will follow up at the next regularly scheduled meeting.

**Adjournment:** Chris Brady moved to adjourn, Jeff RAYmond seconded. Unaminous.

Chris Brady

Jeff Raymond

John [unclear]

[unclear]