

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

Date: 2/20/18

Time: 6pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

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

Absent: Paul DiCicco

Call to Order: Paul DiCicco called the meeting to order at 6:00pm.

Minutes: Bob Laut moved to accept the minutes as written, Rita Sullivan seconded. Unanimous.

Chairman's Minute: Carol Burke requested that a message be placed on the library voicemail for when it is closed.

Director's Report: Liz Valero gave an update on the HVAC situation. We are at a standstill regarding an energy savings grant versus the approved town funding to fix the problem. Bob Laut wants more information about how the grant works and what to do, and Liz will get that information for the next meeting. Jeff Raymond asked how specific we need to be in term of the grant, and Liz is fairly sure the grant application needs to have a specific use; we cannot use a general "energy improvements" grants.

The letter about the fine policy went out last week, and some questions were raised. A question about out-of-town residents or books from other towns came in to have their fines eliminated. After some discussion, we opted to not worry about whether this is an issue and revisit if it becomes a significant issue. A question about whether older fines would be forgiven was affirmative. A question as to whether people wanted to pay anyway was referred back to the original policy where people can bring food, but the consensus of the Board is that it is not opposed to the Friends getting donations either.

T-Mobile is donating two hotspots for the library. We receive the hotspots and two months of the data for free, and then each hotspot will cost per month. Liz Valero passed around the proposed policy (submitted with the minutes) that will be put together for the hotspot use. Bob Laut asked if the hotspot would be replaced if the hotspot is lost and a patron never returns it. Liz Valero will find out about this. Jeff Raymond questioned the age restriction on the hotspot policy, and there was a debate regarding how to handle it. Liz Valero will do some research, and Ann Dallair will ask some of her teen patrons about their knowledge of hotspots, and the Board will vote on the policy at the next meeting.

Liz Valero also shared information on the trustees mailing list and new trustee information from the state.

Ann Dallair shared the new monthly newsletter for discussion and comments. We shared some editorial ideas and discussed how to run it.

Old Business: Bob Laut noted that the 13 March meeting will be dedicated to the Library Director's review. He reminded us of the review form he put together.

Bob Laut also noted that Liz Valero updated the Five Year Plan. The new version is color-coded and has additional information.

We discussed the rules of executive session. A review does not fall under executive session, but contract discussions and negotiations concerning the director position are. Stephanie Phillips Richter also shared a draft of a staff performance evaluation, which the Board liked. Stephanie will share it with the staff at an upcoming staff meeting and provide a way to ensure the responses remain as anonymous as possible for the staff.

There is a new leak in the craft room. The wall was apparently never sealed, and water is getting into the craft room. The Building Inspector is going to assist in finding the extent of the leak, and someone is going to come to deal with it. The existing leak has not been acting up.

No news on the endowment or on the landscaping. Liz Valero is still looking to see the availability of the Sheriff's Department for the summer months.

Jeff Raymond has no updates on internet access. He presented a draft letter for the Millbury Mammoth Cheese Day, and the Board liked the letter. He will finalize the letter and send it to Liz Valero to place on letterhead and send to the relevant boards and groups.

New Business: There was discussion as to whether to pursue a warrant article for money on heating or gutters. The consensus of the Board was to not pursue it this year due to the timing, but we may revisit it in the next fiscal year.

Liz Valero also talked about "Deep Freeze." It is a program that wipes out the data on computers to ensure people's private data isn't retained. Jeff Raymond will share some alternatives to Deep Freeze for Liz and look into fixes. Stephanie Phillips Richter will also work directly with Liz to see if it can be dealt with internally, and Jeff Raymond will inquire about the contract and its relationship to the library.

Adjournment: Christine Brady moved to adjourn, Jeff Raymond seconded. Adjourned at 7:40.

Carol E. Berko
MB

Christine Brady
Liz Valero