

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

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MILLBURY, MASS

Date: 3/27/18

Time: 6pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

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

Absent:

Call to Order: Paul DiCicco called the meeting to order at 6:10pm.

Minutes: Carol Burke moved to accept as written. Bob Laut seconded. Unanimously accepted.

Chairman's Minute: Deferred.

Director's Report: We received the Rosemary Davies grant which will be used for animal events.

The new climate controller is being worked on. Bob Laut asked whether it would be on a grant, and it was removed from a grant, and should be funded by existing funding.

There was a question regarding the overall cost from multiple members. We discussed how the contracts work and what the HVAC vendor is fixing. Jeff Raymond asked if the work is under warranty or under some sort of service guarantee; Liz Valero will find out and get back to us.

Paul DiCicco asked why one was issued a late fee. Liz Valero will look into it and rectify the situation.

Liz Valero introduced Paul Stringham, town building inspector. He explained some of the gutter and leakage issues the Library has been facing. He detailed some of the recommendations to mitigate the issues, and he will give us an evaluation as to the situation.

We also discussed the gutters, which were apparently installed improperly. Liz Valero has quotes for both one section and for the whole building. The Board requested for Liz to put out another solicitation for bids.

Bob Laut asked about the existing damage caused by the water. Stringham could not answer for sure, but it will depend on how far the damage has spread and how much we can stop the water from getting in.

He has also inspected the roof, and there are multiple problems. He detailed some missing slates, some seals missing. An average roof life is 20 years, and while the asphalt roof was

replaced in the last decade, the rest has not. Jeff Raymond asked if the cost to do minor repairs will cost more in the long run, Stringham believes this is more of a maintenance issue and that the general rule is that if the repairs are under 25% of the roof, repair is preferable.

Jeff Raymond and Bob Laut talked about codifying better terms or agreements with contractors. The Board will look into what needs to happen to make that happen.

Old Business: Carol Burke showed the board some information on the endowment and how much is available to the board. The endowment was established in 1991, with a disbursement of \$10,000 in 1998. A representative would like to speak with us about how it works, and to discuss how to update the agreement. The Board agreed to have her come to our June meeting to discuss further.

There was a discussion about how the endowment fund should be used. There were questions about draws and what is worth doing, and we will discuss more and offer questions to the representative in June.

We discussed the existence of a warrant article for the library. Carol Burke understood that it was part of capital improvements, but no one was made aware of this as a line item. Nothing else has been discussed on it, so the Board moved on.

Ann is revising the children's quarterly newsletter, Jeff Raymond is helping edit.

Jeff Raymond is also tabling internet for the moment until some contractual and endowment issues are sorted out.

Jeff Raymond noted the issue in Douglas and funding and inquired as to whether there was anything Millbury could do. Liz Valero said that C/W Mars would not allow for that, and the Board was skeptical about whether this was a precedent that would be set, so Millbury will not be pursuing it.

Liz Valero offered a final fine free policy, Jeff Raymond will review the language and it will be offered to the staff. Jeff Raymond noted that fines were still accruing in C/W Mars, and Liz will look into it.

New Business: Paul DiCicco is looking to run the library picnic again on 19 July. We discussed who will bring what and will update next meeting.




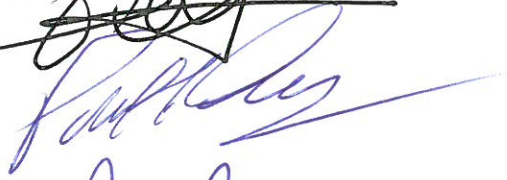
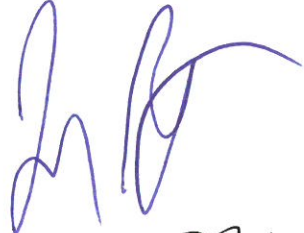

We went down the list of new business as listed on the agenda. Paul DiCicco noted that we should push advertising more for the programs.

Paul DiCicco would also like to see more advertising for the Friends of the Library. Jeff Raymond noted that we need to identify who these people are who active library users are.

Liz Valero got a letter regarding a Blackstone Valley Author Event. She will email the letter to the board if there's further interest.

The next meeting will be 17 April, dedicated solely to the Library Director Performance Review.

Adjournment: Paul DiCicco moved to adjourn, Rita Sullivan seconded. Adjourned at 8:44pm.







Carol E. Burke