

Town Of Millbury
Meeting Minutes
Board of Trustees Millbury Public Library

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MILLBURY, MASS.

Date: 12/12/17

Time: 6:00pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

Present: Jeff Raymond, Carol Burke, Paul DiCicco, Christine Brady, Stephanie Phillips Richter, Bob Laut

Absent: Rita Sullivan

Call to Order: Paul DiCicco called the meeting at 6:15p

Chairman's Minute: Paul DiCicco congratulated Stephanie Phillips Richter on the birth of her daughter.

Paul DiCicco asked about the sidewalk repairs. The front is complete, the back is complete, but there are still a couple places left to repair. Paul DiCicco noted that the new DPW director, Keith Nastasia, has been very responsive so far.

Minutes: Jeff Raymond has a correction to add "on the day before Thanksgiving" to the closing motion to the minutes. Carol Burke moved to accept as amended, Stephanie Phillips Richter seconded. Unanimously accepted.

Director's Report: Liz Valero gave an update on the HVAC situation. The Town Manager recommended sending a message to the Financial Committee to get some money in the budget to fix the HVAC. There is a chance that there may be some opportunity in free cash, but there may be some opportunity in the current budget. Bob Laut applauded the ability to get this dealt with.

Stair repairs are still ongoing, sidewalks are repaired.

Liz Valero showed us the budget that was submitted for FY19. Jeff Raymond questioned the capital outlay number, which as submitted is lower than the required 16% for accreditation. He would prefer to see the requested number at the minimum, but Liz Valero is confident state aid will bring us over the top for this number. We discussed how accreditation impacts library services.

Liz Valero also attended a conference on 12/9. Part of the discussion was about executive session, and she will give us a broader update at a future meeting.

Paul DiCicco invited Ann Dallair to share in this space in the future. She noted that Chain of Lights was successful for children's events.

Old Business: Paul DiCicco requested an update on CW Mars breakdowns, and that was provided.

New Business: Jeff Raymond is working on a solution to the library's internet issues, and he will have a fuller report in January.

Carol Burke asked about the capital budget request form being requested by the town. The request form exists as a wish list for capital improvements at the library. Carol Burke asked about why the parking lot was part of this request, and there is some debate as to where the responsibility lies. The Board will invite the DPW Director to the January meeting to discuss as to which group is responsible for what.

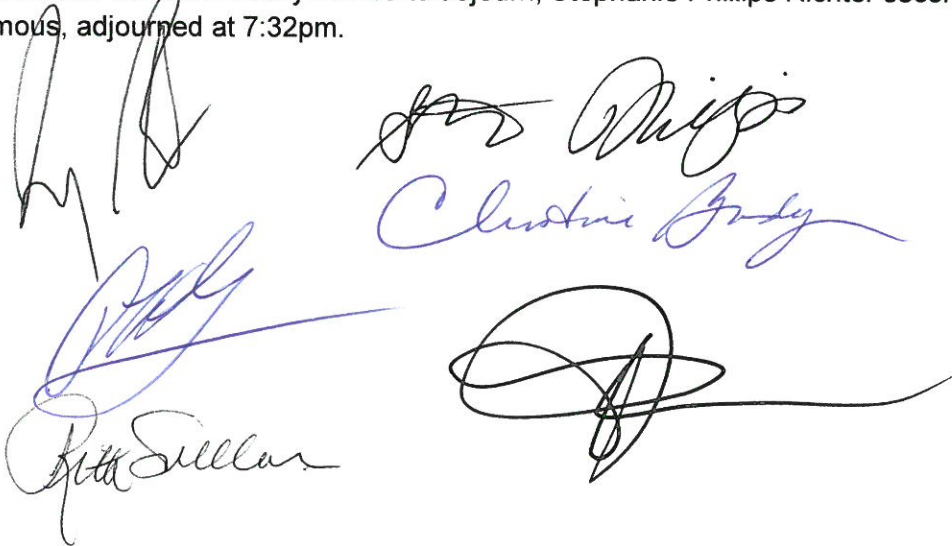
Bob Laut noted that the Board is responsible for a performance evaluation for the Library Director. The Board needs to come up with a process to ensure that this is done properly. We discussed timing and how we wanted to score the evaluation, and putting a timetable in place. Bob Laut is going to work with Liz Valero to construct a viable proposal for the January meeting, with the intention to complete the evaluation in March.

We also discussed the endowment, and Bob Laut wanted to remind the board about this and we need to explore the rules and how they impact us.

There is an issue with a couple of the gutters, and we discussed how to repair them. We will be waiting on this until we get a better idea as to the necessary repairs to the roof, in the event roof repairs will impact gutter purchases.

Jeff Raymond requested that internet technology upgrades be added to the capital outlay requests in the amount of \$1500.

Adjournment: Christine Brady moved to adjourn, Stephanie Phillips Richter seconded. Unanimous, adjourned at 7:32pm.



Handwritten signatures of board members. The signatures are in black ink. One signature is clearly legible as "Christine Brady". Another signature is clearly legible as "Stephanie Phillips Richter". There are several other illegible signatures.