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MILLBURY, MASS.

Town of Millbury
Meetings and Agenda Notice
Board of Trustees - Millbury Public Library
Date: September 15, 2015 **Time:** 6:00pm
Location of the Meeting: Millbury Public Library Local History Room
Meeting Type: Regular X Special Emergency

Present: Paul DiCicco, Carol Burke, Michael Hranek, Jeff Raymond, Elizabeth Valero, Robert Shaw, Rita Sullivan

Absent:

Meeting called to order at 6:07

Chairman's Minute: Paul DiCicco donated a picture of Carnegie's castle. Carnegie used money from his trust to build the Millbury Library 100 years ago.

Robert Shaw donated a Nook to the library.

Paul DiCicco welcomed Bob Laut to the board.

Minutes: June minutes need corrections for the remaining 2015 dates for trustee meetings. Amended minutes accepted via motion from Carol Burke and second from Paul DiCicco.

July minutes incorrectly show Bob Laut as absent. He was not yet officially a member of the board. Amended minutes accepted via motion from Michael Hranek and second from Jeff Raymond.

Director's Report: Elizabeth Valero noted that it has been a busy summer. July had programs every Tuesday night. Thursday programs were crafts for the kids. Sign ups felt slow, the plan for next summer will be for Elizabeth Valero to go to the school directly to help get more signups.

ARIS Report (statistics for the library) have been submitted to the state library board of commissioners. This report is part of what helps the library get state aid, and the state aid report will be filed next month.

Director will be applying for both the Mary B Grogan grant and the Rosemary Davis grant. The Grogan grant is for school vacation performers in February, the Davis grant for January, March, and May events to keep the programs running. Typically used for animal programs.

Bob Laut asked about the age range for the summer programs. The program is designed for kindergarten through sixth grade, but many programs are opened to the younger or older kids.

Annual Report is due soon. The plan is that the library will be on the cover of the annual Town Report due to the 100th anniversary of the library.

Rita Sullivan recommended a thank you in the local paper for participation and support.

Jeff Raymond asked about getting in front of the finance committee. Elizabeth Valero responded that she met with them a few weeks ago. Discussed the budget and state accreditation waiver situation. Board members expressed interest in attending future finance committee meetings and perhaps inviting the Finance Committee to a future meeting. Rita Sullivan moved that the Chairperson accept and/or extend an invitation to our 11/17 meeting to discuss the budget. Jeff Raymond seconded. Unanimous vote.

Regarding the Long Range Plan, we will commit to dealing with it by the November meeting.

New Business: Frank Gagliardi joined us representing the Millbury Historical Society. Historical Society has been working with the Disabilities Commission to work with access issues for the Museum at Asa Waters which currently exists on the second floor. Gagliardi detailed some of the actions the Historical Society has engaged in to improve access, but there is an issue with access during Chain of Lights. Gagliardi requested that the Library donate space during the Chain of Lights to allow for a Historical Society Museum multimedia presentation at the library. Paul DiCicco recommended the large meeting room. Michael Hranek asked if this was a perpetual request, Gagliardi responded that it might be, but this was a request for this year only for now. Michael Hranek noted that this should just be a simple room registration, Rita Sullivan is concerned about putting it all on the director if other town organizations request. Rita Sullivan moved to allow for this use during Chain of Lights, Paul DiCicco seconded. During discussion, Bob Laut asked about whether this needed to be voted, and Rita Sullivan withdrew her motion. Paul Gagliardi expressed his support for the use, and the Historical Society will deal with the director on the request. Jeff Raymond recused as a member of the Historical Society Board.

Rob Morton, CEO of Millbury Savings Bank, joined the meeting. The Millbury Savings Bank donated \$5000 to the library in the memory of Karl L. Briel to be used for the children's library. A letter accompanying the donation was submitted.

We discussed a contingency plan for extended absences by library staff, especially with the director. There is no contingency plan in place per Elizabeth Valero, but the duties are distributed to the staff in the event of an absence. All staff members have access to the library in the event of an issue.

Jeff Raymond raised the idea of having a Trustees meet-and-greet for the public on a Saturday morning in the fall to be more public facing. We discussed some logistics and timing. Jeff Raymond moved to have this meeting, Michael Hranek seconded, and vote was unanimous. Jeff Raymond moved that we hold the meeting on 11/14 at 10:00am, seconded by Michael Hranek, and vote was unanimous. Michael Hranek raised the idea of having the 100th

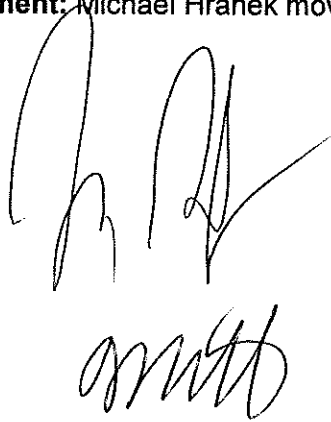
anniversary cake to tie into the event. Jeff Raymond raised the issue of the mixing of the events, but there was no real disagreement and we will try to mix the two.

Jeff Raymond raised the question of expenditures for the World Book Encyclopedia and for news databases, as it is a yearly purchase. We discussed the circulation and use, which is low. Did not want to interject in collection development, but the issue was raised.



Elizabeth Valero shared an event coming up that would be of interest to the trustees.

Old Business: Jeff Raymond recapped the Touch a Truck. The event was a huge success with approximately 1000 people and was well received by the public. Paul DiCicco agreed and recommended that we revive the yearly picnic and perhaps revisit the Touch a Truck as a regular event. Michael Hranek requested that a written recap for future direction and advice. Jeff Raymond also publicly thanked Julie St. John for stepping up in a last minute way to assist in getting the tables from the library to the event.

Adjournment: Michael Hranek moved to adjourn, Bob Laut seconded. Adjourned at 7:58pm.



Michael Hranek



Rita Succini



Carol Z. Burke