

**Town Of Millbury
Meeting & Agenda Notice
Board of Trustees Millbury Public Library**

TOWN OF MILLBURY
16 FEB 19 PM 12:16
MILLBURY, MASS.

Date: 10/20/2015

Time: 6:00pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

AGENDA TOPICS

Date: 10/20/15

Present: Paul DiCicco, Carol Burke, Michael Hranek, Jeff Raymond, Elizabeth Valero, Bob Laut

Absent: Rita Sullivan, Robert Shaw

Meeting called to order at 6:07

Minutes: Carol Burke noted an error in the September minutes regarding the use of the room for Chain of Lights. Paul DiCicco, not Frank Gagliardi, seconded the motion. Also, on page three, replace "libraries" with "trustees" for the event of interest. Paul DiCicco moved to accept the minutes as amended, Bob Laut seconded. Unanimously accepted.

Chairman's Minute: Paul DiCicco wants to invite Rob Morton to do a photo with the check from last month's donation. The donation is to be deposited into the town donation account earmarked specifically for the library. Liz Valero and Paul DiCicco will check to see what options for donations are in terms of deposits and an update on what the endowment and the rules for access looks like and come back with information next meeting.

Director's Report: Liz Valero put in a request to the Millbury Cultural Council Grant for programs.

Liz Valero put in a request for a waiver for state aid exemptions for next year.

Liz Valero also put in a request for the Mary B Grogan grant and the Rosemary Davis grants for spring children's programming.

Liz Valero handed out copies of the Annual Report for the town book.

Liz Valero is working on getting an independent website for the library as soon as possible.

Chain of Lights is December 6th, and the request is for the Trustees to help with the event at the library.

Liz Valero informed the board about "Library Trustees Orientation" sessions coming up.

Old Business: The board discussed some of the new options for World Book, as the representative came in to meet with Liz Valero today. Discussed some of the options and pricing, as well as usage statistics.

Trustees meet and greet breakfast is November 14, 10-11:30. Liz Valero will handle publicity, Carol Burke recommended putting it on the town center sign. The board will set up in the young adult area.

Bob Laut asked about the Long Range Plan's objectives and benchmarks. Liz Valero noted that the report on the Long Range Plan goes to the state, and the last time the Long Range Plan was put in place, a one-pager was discussed with the Board. Paul DiCicco asked if we met our goals on the Long Range Plan, Liz Valero said we hit some of them. Copies of the updates will be provided to us in the future. Bob Laut asked if the state gives any feedback, and the state does not, although they can use the Plan when it comes to grants and aid.

We discussed the contingency plan for extended absences. Liz Valero spoke with the finance committee about needing a children's librarian in part due to possible absences. Jeff Raymond asked whether we want to escalate the the budget situation further to get a children's librarian in town. Paul DiCicco asked if it impacts the budget, and it does in terms of the waivers. Bob Laut asked how the need for a children's librarian intersect with the local schools. Jeff Raymond asked if we could notify the finance committee about the request. The finance committee will be invited to the 11/17 meeting per motion at the last meeting and we will discuss then.

New Business: We discussed the holiday closing schedule for the library through the remainder of the year. The proposal would be to close on 11/25 at 6pm, and to close on 12/24 at 2pm, closed entirely on 12/26, and close at the same time as the Town Hall on 12/31. Jeff Raymond moved to accept those dates, Paul DiCicco seconded, and the motion passed unanimously.


Liz Valero discussed the CW/Mars invoice for state cuts for \$1000. Michael Hranek had asked about what is cut in the budget to make up that \$1000 gap. Liz Valero responded that the budget has some money in the CW/Mars budget to cover this. Paul DiCicco asked what the annual fee is, Liz Valero estimates around \$13,000 for last year, and \$15,000 for next year. Bob Laut asked about how the CW/Mars circulation numbers impact ours, and they do. Michael Hranek asked about why the fee was increased, and Liz Valero responded that it is due to other state budget cuts. Jeff Raymond asked what this \$1000 invoice is for. Liz Valero responded that this is basically a catch-up fee for the loss of a state grant over this fiscal year. The information was given to member libraries at the September 25 CW/Mars member meeting.

The library received a \$10,000 check from a patron who passed away. The patron was someone who used the computers, so the library has purchased a mobile media center with a computer, projector, and other technology tools. The estimated cost was \$1000. Liz Valero

also hopes to get some hearing-assistance technology onto the library computers with the donation. The donation was from the estate of George Gordon, and a thank you note has been sent, and the library will have a plaque added to the center in remembrance.

Paul DiCicco asked to have a "citizens speak" section on the agenda in the future with a five minute cap.

Adjournment: Paul DiCicco moved to adjourn, Bob Laut seconded. Adjourned at 7:39.


Rita Sullivan
Carol E. Burke

