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Town of Millbury
Meetings & Agenda Notice
Board of Trustees Millbury Public Library

Date: December 15, 2015

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X **Special** **Emergency**

Present: Paul DiCicco, Carol Burke, Michael Hranek, Elizabeth Valero, Rita Sullivan, Bob Laut

Absent: Jeff Raymond, Bob Shaw

Meeting called to order at 6:08PM

Chairman's Minute: Paul DiCicco shared that Bob Shaw tendered to resign from the Library board. His family commitments no longer permit him to participate in the Library Board's meetings and events.

Paul DiCicco asked Rita Sullivan to update plans for the Celebrity Readers holiday event at the Elm Theater on December 19th. Rita shared that planning is on track and 150 plus children are expected. Rita did share that she still needs help with crowd management and asked for volunteers.

Director's Report: Elizabeth Valero shared the good news that we will receive a Mary B. Grogan grant of \$500, that will be used for school vacation programs. The programs will be animal themed. The library had not received a Mary B. Grogan grant the last two years.

Work continues on building out the website for the Library. Elizabeth Valero shared that she will facilitate a meeting with the current design vendor and the initial designer over the college winter break, which should accelerate efforts toward completion.

Old Business: Long range plan efforts have been deferred until January.

Elizabeth Valero asked for feedback on the November Trustee meet and greet. Uniform response from Trustees was that attendance was light, but residents we talked with were appreciative of library and programs. All agreed we should have a meet and greet for 2016, but have the event in a more visible location in the Library. Paul DiCicco shared that it would be helpful if Trustees used name tags at Library events.

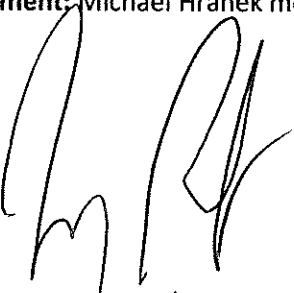
New Business: Elizabeth Valero shared that she is working on the budget for town submission.


Elizabeth Valero is working on a beginning of 2016 grant submission to the Cultural Council.

Bob Laut asked for clarity on expense oversight and the Trustees roles and responsibilities. Elizabeth Valero and various trustees provided reasons for signing of expense vouchers and how trustees are provided visibility into how Library spends both budgeted expense and donated funds. Paul DiCicco also shared that if there was an issue, Library Trustees, as elected officials, are covered under the Town Liability Policy.

Bob Laut asked how the election process works, with three Trustees (Rita Sullivan, Michael Hranek and Bob Laut) up for election this year. Michael Hranek shared that we should expect to see town notifications to register to run in the first week of January. Trustees shared best practices in how to gather the 50 good signatures needed to run for election.

Adjournment: Michael Hranek moved to adjourn, Rita Sullivan seconded. Meeting adjourned at 6:47PM


Rita Sullivan
Carol A. Buche


Michael Hranek