

Millis Public Library Board of Trustees Meeting Minutes

Tuesday 09/09/25

Call to Order:

The Board of Trustees of the Millis Public Library (MPL) met at the Millis Public Library on September 12, 2025. The meeting agenda was properly posted with the Town of Millis and timely notice was given. In attendance were Becky Fong Hughes, Chairperson, Jonathan Bernier, Trustees, and MPL Director, Kimberly Tolson. Ms. Hughes recorded the meeting minutes. The Chairperson called the meeting to order at 7:02pm.

Approval of the Minutes:

The first order of business was to approve the minutes. Ms. Hughes offered the August 12th, 2025 minutes for approval via email, contingent on any comments or revisions post meeting. The Trustees approved unanimously.

Director's Report:

Ms. Tolson then delivered the Director's Report.

FY26 Budget

Ms. Tolson reviewed the Budget. No major changes, fairly early in the fiscal year. Ms. Hughes asked if there are any concerns with possible pricing increases on typical supply items or supply chain. Ms. Tolson reports as of today, no issues of any cost increases.

Facilities Update:

Ms. Tolson gave an overview of recent repairs on HVAC system for maintenance and repairs. AC and HVAC repairs are completed.

Programs & Services Report:

Referring to the Director's report, Ms. Tolson gave the following updates:

- Water play and story time reading have been very popular. Lego kits, Teen movie nights, Adult programs

- New yoga classes offered, 4 weeks for about 14 attendees

- Recent programming summary

Battle of the Books - 5 teams, 14 kids, total of 37 attended

Summer Reading Challenge - 92 children participants

Friends of the MPL Meeting Report:

Ms. Tolson summarized the recent Friends of the MPL meeting she attended, including the new clothing shed update and mailing appeal fundraiser. The Friends Scholarship was discussed by the Director and Trustees. She said the next meeting is on Sept. 24th, 2025. Ms. Hughes said she would attend as Trustee.

Staffing Update:

Ms Tolson gave the following update:

- Fully staffed.

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Old Business:

No old business.

New Business:

Discussion of creating and selling library branded swag, tees, enamel pins, stickers and merchandise as a source of fundraising for Friends group. Intent is to provide different “price points” and giving levels and outlets for simple fundraising initiatives and tactics. The eventual goal is to grow into larger ideas that also support building community and more outreach to educate the Town of Millis about the Library’s great resources, programs and offerings.

Ms. Hughes began research on various local vendors, provided by Mr, Bernier, from July 2025 meeting, as a short list of possible vendors and options to explore.

instMerch in Medfield has competitive pricing, for ordering items at qty. 1 or multiples. There are not any price breaks when ordering in bulk at instMerch

American Trophy, located in E. Providence, RI may be a possible resource for better pricing on heat transfer of silkscreen tees.

Ms. Hughes will connect with Friends of the Millis Public Library to share the above ideas on their thoughts and feedback with selling any add’l items than books, toys and games during October Book Sale.

Tattly may have non-profit donation options.

Ms. Hughes polled for the dates of the upcoming meetings. After discussion the following dates were decided and confirmed, September 9th, October 14th, November 18th, December 9th

There being no other business, the Chairperson adjourned the meeting at 8:05pm.

A true record.

Becky Fong Hughes