

Millis Public Library Board of Trustees Meeting Minutes

Tuesday 6/10/25

Call to Order:

The Board of Trustees of the Millis Public Library (MPL) met at the Millis Public Library on June 10, 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 and Jennifer Farrar, Trustees, and MPL Director, Kimberly Tolson. Ms. Farrar recorded the meeting minutes. The Chairperson called the meeting to order at 7pm.

Approval of the Minutes:

The first order of business was to approve the minutes. Ms. Farrar offered the April 8, 2025 minutes for approval, contingent on any comments or revisions post meeting. The Trustees approved unanimously, with the caveat that Ms. Farrar correct an error to Ms. Hughes' name for the final record.

Director's Report:

Ms. Tolson then delivered the Director's Report.

FY25 Budget

Ms. Tolson reviewed the Budget. She said it is 92% expended with the expectation of closing out the budget by end of the fiscal year.

Facilities Update:

Ms. Tolson gave an overview of recent repairs on Hvac system for maintenance and repairs.

Programs & Services Report:

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

- Millis Reads program culmination trip to the DeCordova Sculpture Park
- Recent programming summary

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 June 25, 2025. Ms. Farrar said she would attend as Trustee.

Staffing Update:

Ms Tolson gave the following update:

- Two new Library on call staff hired
- New Trustee training completed by Mr. Bernier.

Strategic Plan:

Ms. Tolson reviewed the final strategic plan for Trustee review and approval. The Trustees gave comments and suggestions. The Chairperson called for a vote. The Trustees voted to approve unanimously, pending minor edits.

Other Business:

Ms. Tolson reported on garden activity, noting that she will replace the pollinator friendly signs.

Ms. Tolson reviewed MBLC cuts to statewide library services and anticipated impacts.

New Business:

Ms. Farrar requested that going forward non library events held at the MPL be more explicitly advertised as not library related.

Ms. Hughes noted refresher courses on MBLC for Trustees.

The Director reviewed her summer vacation dates.

Ms. Hughes polled for the dates of the upcoming meetings. After discussion the following dates were decided, July 8th, August 12th, September 9th, October 14th.

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

A true record.

Jennifer Farrar