Trustees of the Millis Public Library
Meeting Minutes for April 14, 2015
Held at the Millis Public Library

Attendance
Trustees - Maria Neville (Chair), Wendy Barry (Secretary), Janice McCoy
Staff – Alex Lent (Director)

Call to Order
10:03am by M. Neville

Past Meeting Minutes
Motion to approve 3/10 meeting minutes made by M. Neville, seconded by J. McCoy. PASSED

Director’s Report (see attached)

Staffing –
The custodian, Steve Butler, has resigned. Director is actively seeking replacement.
Look to fill position by the end of April.

Budget –
FY15 is running as expected.

FY16 - Town Administrator is not recommending part-time technology staff, but does support remainder of budget at $391,549. This recommendation may be revised before town meeting as all department budgets are analyzed as a whole.

Development –
Director and FMPL grant working to establish grant protocols and procedures.

Programming –
Museum Passes –
FMPL have funded program for each of next two years at $4,000. Director working to determine which passes to choose. The process he is using is statistics of use, redundancy of offering and user survey.

Summer Reading Program/Kick-Off –
Youth Services Librarian is working on this event to simplify the program this year. Every Hero has a Story is this years theme. Working on the last day of school kick-off event with the FMPL.

Wellness Programming –
FMPL funded this initiative at $3,000 for a year. Director is in process of organizing/planning and will provide more details as available.

Art Shows –
Program is in the works with 6 planned exhibitions.
Embassy Program –
Program is in the works with 4 planned.

Winter Concert Series –
American music is being considered for 4 concerts in December, January, February and March.

Public Relations –
Director is working on revamping and revitalizing this area for the library, including electronic sources and presence.

Doors –
Multiple issues with the doors. Weather stripping and difficulty opening. Will continue apace until further action necessary.

Roof Repairs –
Waiting for repairs to be scheduled. Alex will be in contact with Town Administrator to coordinate and attend the pre-construction meeting. Maria will be the Trustee representative.

Noise in Tech Room –
Commercial Boiler has made recommendations for mitigation, but does not think noise can be eliminated altogether. Director will seek an estimate for mitigation repairs.

Lighting –
Having some issues with lighting control/command communications. Steve Butler was in charge, Alex now heading this issue and is seeking representative from company that installed to assist.

Technology –
Public Use Shredder – In operation near front desk.

Staff Computers – These are having issues, but working to repair and keep in use.

Userful (Patron Computer System) –
Several units have had issues and are not working, M. Neville in discussion on how to return them for new units as per the contract.

Collection Plan (See Attached Report) –
Reviewed the updated multi-year collection plan in detail, including “weeding” plans, acquisition plans, media loan policy and media placement.

Motion to standardize Loan Rule Policy for all media beginning July 1 for an initial 6 month trial period made by W. Barry, seconded by M. Neville. PASSED
UNANIMOUSLY (Note: An evaluation of changes in loan statistics, patron and staff comments will be used to determine continuance of this policy thereafter.)

Millis READS –
North End field trip is being scheduled in June.

Next Meeting/s
Next meeting will be on Tuesday, May 12 at 10am.

Adjournment
Motion to adjourn at 11:56 made by W. Barry, seconded by M. Neville. PASSED UNANIMOUSLY

Submitted by:
Wendy Barry, Secretary
Trustees of the Millis Public Library