

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.

Trustees of the Millis Public Library

Meeting Minutes for April 14, 2015

Held at the Millis Public Library

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.

Useful (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

Trustees of the Millis Public Library

Meeting Minutes for April 14, 2015

Held at the Millis Public Library

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