

Millis Public Library Trustees

Millis Public Library

August 12, 2015

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Director Alex Lent

Absent: Trustee Janice McCoy

Meeting call to order at 10:02 AM by Chair W. Barry.

Motion to approve minutes from 7/14 made by W. Barry, seconded by M. Neville- approved unanimously.

Motion to approve minutes of 7/16 as edited made by M. Neville, seconded by W. Barry- approved unanimously.

DIRECTOR'S REPORT- See attached report from Director Lent. Highlights include:

1. Some of the new Adult books will now come into the library already covered. Volunteers who have previously covered Adult books, will be asked to assist in covering Children's books.
2. Director Lent will work on labeling the Unusual Items Area by the front door.
3. Director Lent will check with the Town Administrator about electric door maintenance.
4. Director Lent will get estimates for correction the doors' thresholds and foundations.
5. Director Lent will email the Town Administrator concerning a town recycling program. For now, Director Lent will ask Mike Barlow, custodian, first and then ask on call staff.
6. \$2251.39 left in State Aid money that was set aside for programming.

Motion to pay for FY15 outstanding bills in the amount of \$668.30 from this money and then put remaining \$1583.09 back into the State Aid General Fund made by W. Barry, seconded by M. Neville- approved unanimously.

7. Hold on an APP that allows for library card to be on your phone.
8. Check with "town experts" regarding designing our new website using word press. Contact Jennifer Farrar and family about this assistance. Include in design- layout, what it would look like, link to Friends' page.
9. Millis Reads Program to begin with a meeting in August,
10. **Motion to approve final draft of Millis Public Library Code of Conduct made by M. Neville, seconded by W. Barry- approved unanimously.**

Motion to adjourn at 11:50 AM made by M. Neville, seconded by W. Barry- approved unanimously.

Next Trustee meeting will be on Tuesday September 8, 2015 at 10 AM in the Millis Public Library.



Directors Report
aug 2015.docx



Code of Conduct
2015-08-11.docx

Submitted by Maria Neville