

## **Trustees of the Millis Public Library**

Meeting Minutes for February 12, 2015

Held at the Millis Public Library

### **Attendance**

Trustees - Maria Neville (Chair), Wendy Barry (Secretary), Janice McCoy

Library – Maria Neville (above) – Interim-Director

Newly Appointed Library Director - Alex Lent

### **Call to Order**

10:00am by M. Neville

### **Past Meeting Minutes**

Motion to approve 1/6 meeting minutes made by M. Neville, seconded by W. Barry. PASSED

### **Director Search**

New Library Director has been hired and appointed and will start on February 23<sup>rd</sup>.

### **Director's Report (given by M. Neville)**

Staffing –

Page Position is open again, but a new page, Wesley Cote, has been appointed.

Budget –

FY15 is running as expected.

FY16 has been adjusted per discussions with the Town Administrator. This will be presented on March 4<sup>th</sup> to the Finance Committee. This includes added hours for a part time IT person.

Construction Update –

Heat Pump Tech Room – Commercial Boiler did limited testing and must wait for further testing until temperature reaches 70 degrees. He is working with the manufacturer/installer from Mitsubishi to further work on this issue.

Centennial Quilt –

Need to have UV coating installed. Waiting to take the quote to the Friends of the Millis Public Library (FMPL).

Lighting –

Complete list of lighting fixtures and bulb needs was made and handed off to the town electrician, Bill Anderson. He over ordered from the list and will be handling the return of unnecessary items.

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.

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### **Ceiling –**

A section of finish plastering fell down and needs to be fixed. It does not appear to be a water issue. The custodian will repair the area.

### **Programming –**

Millis READS – Tonight is the author event. Saturday is the STEM children's project.

Next Wednesday there will be a pre-K program based on the molasses picture book.

March 16, high school book group will be meeting on this

April Vacation Puppet Show - FMPL will be supporting this event out of the calendar sales.

### **Snow –**

New DPW snow blower residing at the Library now. Doing a fabulous job currently.

Clearing parking lot has remained an issue. Town has been made aware and is dealing with the current parking lot owner. Several people have fallen and we are keeping a record of this and providing it to the Town as necessary.

### **Parking Lot Lights-**

Last night the lights were off in the parking lot. These belong to the cleaners and the Town will be clarifying timing and use.

### **Next Meeting/s**

Next meeting will be on March 10<sup>th</sup> at 10am.

### **Adjournment**

Motion to adjourn at 11:13 made by W. Barry, seconded by M. Neville. PASSED

UNANIMOUSLY

Submitted by:

Wendy Barry, Secretary

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