

# **Trustees of the Millis Public Library**

**DRAFT**

Meeting Minutes for January 6, 2015

Held at the Millis Public Library

## **Attendance**

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

Library – Maria Neville (above) – Interim-Director

## **Call to Order**

10:05am by M. Neville

## **Past Meeting Minutes**

Motion to approve 12/9 am, 12/9 pm and 12/10 meeting minutes made by W. Barry, seconded by M. Neville. PASSED UNANIMOUSLY

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

Staffing –

On Call Circulation Assistant (On Call Circ) position – All 7 staff are trained and have been filling in sick time and vacations.

Open Page Position – Two applicants for this position which will remain open until filled. Short test task specific skills test will be given and interviews done.

Budget –

FY15 is running as expected.

FY16 has been finalized and presented to the Selectmen on January 5<sup>th</sup>. Next it will be presented to the Finance Committee.

Construction Update –

Roof – Town Administrator still in charge of the roof repair site work. No additional work expected to happen until spring.

Outstanding Water Bill from Pre-Occupancy – This bill was fully abated by the Board of Selectmen.

Heat Pump Tech Room – Commercial Boiler came in and are investigating the excessive noise and will make a determination after this is complete.

Lighting – Steve Butler has compiled a complete list lighting fixtures and bulb needs. M. Neville currently seeking supplier options in conjunction with Town expert, Bill Anderson. Pressing as we have limited back stock remaining from installation.

Useful (Patron Computer System) – Several units have had issues, M. Neville in discussion on how to return them for new units as per the contract.

Centennial Quilt – Glass arrives and will be installed on January 8<sup>th</sup>.

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### **Programming –**

Millis READS – Timeline is set and committee is working to plan/run these events and programs.

### **Grants –**

Millis Cultural Council has approved two grants through the Friends of the Millis Public Library for programs to take place at the LIBRARY. One is to support the author visit for Millis READS (all ages) and the other is to support the “indoor planetarium” visit (youth). Thank you to the Cultural Council for supporting community activities sponsored by the library.

### **Cultural Council Grantees Use –**

Trustees reviewed and will send the letter to the Millis Cultural Council clarifying use by grant seekers of library resources if these grant seekers do not have written library support submitted with their grant.

### **Director Search**

Ongoing with interview results completed and further negotiations/hiring being handled by the Town Administrator.

### **Next Meeting/s**

Next two meetings will be on February 12<sup>th</sup> and March 10<sup>th</sup> at 10am.

### **Adjournment**

Motion to adjourn at 11:02 made by W. Barry, seconded by M. Neville. PASSED  
UNANIMOUSLY

Submitted by:

Wendy Barry, Secretary

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