

Trustees of the Millis Public Library

Meeting Minutes

June 8, 2015

I. Call to order

Wendy Barry called to order the regular meeting of the Trustees of the Millis Public Library at 10:00 a.m. on June 8, 2015 at the Millis Public Library.

II. Attendance

The following persons were present: Trustees: Wendy Barry (chair), Janice McCoy (secretary), Maria Neville; Library Director: Alex Lent

III. Approval of minutes from last meeting

A motion was made and seconded to approve the minutes of the meeting held on May 12, 2015. The minutes were approved as submitted.

IV. Director's Report

- a) The Director's Report was submitted separately by Director Lent. See attached document. The Director's report was discussed. Discussion points included the on-going roof repair, storage requirements and rules, future signage in front of the library and within the library, programming for FY16 will be scheduled for the first or third Thursday evenings of the month, a draft code of conduct was submitted for discussion (attached).
- b) The Director requested approval to close the library on September 21, 2015 for a full day of training library staff from the Millis library as well as some surrounding towns such as Sherborn, Dover, Stowe, Lincoln and Holliston. This was approved.

V. New business

- a) A patron suggested adding a photo tag on the outside of the "unusual" items which can be checked out of the library. It was agreed that this was a good idea and will be adopted.
- b) Discussed storage room issues, especially keeping things a minimum of 18 inches from sprinkler heads. Need to find a place to store outside hoses, such as a plastic locker, to be kept outside. Friends of the Library have tables for their yard sales to be looked at.

- c) The Stephen Puleo tour of the North End has been scheduled for June 13, 2015. The Friends of the Library are paying for a bus to take the group to the North End. The bus will leave at 9 a.m. and return at 3 p.m. Twenty-six people have signed up to go by bus and others may travel independently.
- d) The Draft Code of Conduct was discussed as submitted by the Director. Codes of conduct from other towns were used as guidelines. The four major issues included are materials and property, behavior, safety, and noise. Comments were made and the Director will revise the draft code and submit it to Town Counsel for review. When the Code of Conduct is finalized, means of posting it will be decided.
- e) In regard to the issue of noise and it's effect on patrons, the purchase of noise-cancelling headphones will be investigated. These may be designated for in-library use only with some being available for circulation.
- f) The regularity of cleaning the computers was discussed. Director Lent will look into the custodian giving them a wipe down periodically.
- g) Non-fiction adding signage to the street side of stacks. This area is on the list for signage improvement.
- h) Looking into replacing the dead hawthorn tree. The Garden Committee is looking into options for replacement.
- i) The end of school Fun Fest will be held at the library on June 22. Baked items are needed. Director Lent is overseeing this event. This is a joint Library – FMPL event.
- j) Six month trial of new check out policy starting July 1. Need publicity about this. Director Lent will address this. May be new policy regarding print out of check out receipts. May possibly send receipt to an e-mail address (auto-receipt). Staff will need to get e-mail information if available.
- k) Question on keeping or deleting patron's history. Discussed patron privacy regarding library use history.
- l) The timing/form of the next staff meeting was discussed. The meeting will need to discuss new issues like Code of Conduct, new check out policy, and no receipts for check out.
- m) There is no volunteer luncheon scheduled at this time. Nothing will be planned until September.

- n) Next meeting will be on Tuesday, July 14, 2015 at 10 a.m. at the Millis Public Library.

VI. Adjournment

Wendy Barry adjourned the meeting at 11:30 a.m.

Minutes submitted by: Janice McCoy, June 21, 2015; revised July 13, 2015; revised at Trustee Meeting by M. Neville 7/14/15