

Millis Public Library Trustees

Millis Public Library

March 10, 2015

“DRAFT MINUTES”

Present: Director Alex Lent, Trustee Chair Maria Neville, Trustee Janice McCoy

Absent: Trustee Wendy Barry

Meeting call to order at 10:05 AM.

Motion to approve minutes from 2/12/15 made by M. Neville, seconded by J. McCoy. PASSED UNANIMOUSLY.

### **FINANCES**

1. Amazon.com corporate account set up by Director.
2. FY16 Budget presented to Finance Committee by the Director and the Trustee Chair.
3. The Director will meet with D. Jurmain and J. Farrar this week about future grants.
4. The Director is working with the Friends to simplify funding of museum passes.

### **COLLECTIONS**

1. The Director will present a collection plan to the Trustees at their next meeting.
2. The Director is investigating RFID (Radio Frequency Identification) technology as it is the next step for the Minuteman System. He will keep the Trustees apprised of his findings.
3. Two ukuleles have been ordered for the collection and will be available for circulation.

### **FACILITIES**

1. Door issues (difficult to open due to possible frost heaves) are presently resolved but may require alternative solutions.
2. HVAC working properly now that the units in the alleyway are clear of snow.
3. Ice dams and snow have caused 2 major leaks, one in the Children's area and one in the Atrium. The roof has been shoveled and the ice dams steamed. There also was a leak under the door by the adult sitting area.

4. The Director will check for mold, and water damage to the rug. There also needs to be a plan for snow removal if needed for next year.
5. Commercial Boiler has been contacted to resolve the noise from the HVAC system as soon as possible.
6. There was a power outage in most of Millis but it did not cause any issues with the systems at the MPL.
7. The UV coating will be applied to the quilt glass covering on Friday.
8. Roof repairs will begin on April 1<sup>st</sup>. This includes all the metal that has been improperly installed.

## **PR**

1. An email list has started to send e-newsletters and notifications to patrons.
2. Weekly press releases will be sent to showcase upcoming events.
3. A new twitter account has been set up (@millispl) and the Director is now posting to the Millis Public Library Facebook page.

## **PROGRAMMING**

The Director and Trustee Chair met with the Friends' Program Committee and started to set up a calendar of future events. This includes a major Technology program- Tech Week- that would include a training day for the staff. Events such as 1:1 tutorials, check out a staff member for an hour, and a Tech Club with High School students are being explored.

## **STAFFING**

The new page has begun working.

## **TECHNOLOGY**

1. Nook power cable issues are being investigated by our Barnes and Noble representative.
2. All Useful units are up and functioning.

## **WEBSITE**

The Director will be using WordPress and create a new website. We will then run our own website. He will then train the staff on use of the website.

## **OTHER**

The Friends were informed that the library's insurance does not cover their book sale. The Friends have been encouraged to seek their own insurance coverage.

## **NEW BUSINESS**

1. A sign for the front of the building was discussed again. A permanent sign is the preference of the Trustees and the Director. This needs to be explored again with options presented to the Trustees.
2. The Director will look into options for a shredder for patron use.

Meeting adjourned at 10:46 AM.

Next Trustee meeting will be on Tuesday April 14, 2015 at 10 AM in the Millis Public Library.

Submitted by

Maria Neville