

Millis Public Library Trustees

Millis Public Library

October 13, 2015

DRAFT

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

Meeting called to order at 10:03 a.m. by Chair W. Barry.

Motion to approve minutes from September 8, 2015 made by N. Neville, seconded by W. Barry- approved unanimously.

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

1. Display areas working out well by self check out and by parking lot door. Temporary display of butterfly books for the new calendar and George's talk.
2. Finances as discussed in the report.
3. Spanish story time going well; allows 16 attendees per event. Need to have a sign up to let others attend and not repetitively.
4. Wellness will be meeting twice a month on Monday. Feedback is that yoga is highly requested. May be a fee if we just have yoga classes.
5. Report on programming is that there were 158 programs with 2759 attendees. There was 24,335 direct circulation and 21,160 visits. Information is per fiscal year.
6. Director goals - met with Charlie Aspinwall after the 6 month work period. Director Lent needs to do a succession plan and a COOP (continuity of operations plan). This will be drafted by Director Lent and reviewed by the Trustees.
7. Director's goals include changes to computer hardware used in the library. Evaluate needs of library users.
8. May donate Nooks to the school since new Kindles have been purchased.
9. Short term goals to include financial items such as maintenance schedule and larger repair items.
10. Should look into a possible town wide service for fire extinguishers maintenance.
11. Doors are still sticking and this needs to be addressed since it is a serious safety issue. Door repair was on the original punch item list when doors did not operate properly during the first winter of operation. Library should not be responsible for paying for this repair.

**Trustee Report**

1. Garden club will be raffling items in library during club activity.

2. Hose storage – Maria suggests a plastic storage bin to store hoses and any other gardening equipment. There are about 10 hoses to store.
3. There is a collaborative program between the library and the Middle School. There are eight meetings a year to meet with Middle School students during the book program and Rachel has been handling this. Now Rachel wishes to not participate in this after this current year. Other library employees may be asked to participate. Director Lent expressed an interest in working more with the school. Director Lent will investigate how to proceed.
4. Wendy went to Charlie Aspinwall about Janice's trustee tenure. A trustee can resign any time and another trustee will be appointed to fill the remainder of the trustee's term.

### **New Business**

1. Director has to supply action plan for year's goals. Short term goals to be provide to C. Aspinwall by Director Lent in the near future. Director Lent will send them to each trustee for possible feedback.
2. Volunteer appreciation on October 28. Room booked by Director Lent. Food will be obtained by Director Lent. An appreciation gift will also be provided. Invitations need to be sent ASAP.
3. Large donor plaque needs to be ordered. Needs to be double-checked for accuracy before plaque is ordered.
4. Discussed a library logo.
5. Staff Christmas Party Lunch will be December 15 from noon to 2 p.m.
5. Next meeting will be held on November 10, 2015.

Meeting adjourned at 11:10 p.m.