

Millis Public Library Trustees

Millis Public Library

September 8, 2015

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 Aug 12 made by N. Neville, seconded by W. Barry- approved unanimously.

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

1. Thinning out books that have not circulated is on-going. Non-fiction evaluation and thinning process will take time as it involves about 6000 books.
2. Issues with the doors not operating properly during the winter months will be discussed and a permanent fix is desired. Director Lent will discuss this with C.Aspinwall.
3. Paper mailing of the library schedule is prepared. Director Lent is hoping the Friends of the Library will help paying for this program.
4. The incident in Millis on September 2 demonstrated the need for an emergency plan at the library. This will be discussed further going forward.
5. Director Lent provided the most recent budget for fiscal year ending June 2016.
6. Director Lent provided a listing of the various programs and their attendance for July and August. There were 106 programs with an attendance of 1863.

**New Business:**

1. Roof repair fixed mulch in gardens. They did a good job. Trustees and Director will send a letter regarding the nice job.
2. Benches were moved during repairs too. Issues with putting benches back where they belong. Refer to courtyard garden committee regarding bench placement issues.
3. Nooks should be updated.
4. Working on signage.
5. Check out policy. Need to evaluate.
6. Millis reads feedback – also coordinate with local book clubs.
7. Graffiti on trash cans in back. Trash can may be moved or possibly cleaned.

8. There are children biking and skateboarding on the steps and other areas. This is to be discouraged due to safety issues as well as possible damage to the concrete. Signage will be considered.
  9. Fall window cleaning was discussed. Alex will check if Mike can do it or possibly Steve who has done it in the past.
  10. Janice discussed her upcoming schedule for being away from Millis and it's impact next year as she is supposed to be chairman. Janice will decide whether to stay through her term or to resign a year early.
  11. Alex has a six months anniversary. Is it time for a review?
  12. Volunteer appreciation has been delayed and it is now time to do this. Nancy has assisted with this in the past. Perhaps this can be done in October. Include an appreciation gift of some sort. The event is tentatively scheduled for October 28 around noon. Need invitations for volunteers.
  13. December 9 tentative schedule for staff holiday luncheon at noon.
  14. New calendar will be on sale October 1. Theme is bugs and butterflies.
  15. Next trustees meeting will be held on October 13, 2015.
- Meeting was adjourned at 11:15. Approved unanimously.