

Millis Public Library Trustees

Millis Public Library

August 9, 2016

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar, Director Alex Lent

Meeting call to order at 11:05 AM by Chair W. Barry.

MOTION to accept minutes from 7/12 made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.

OLD BUSINESS

1. Cross training- There will be cross training starting between staff members involving accounting (i.e. billing, budget and payroll), and website training. Staff will also be trained on the setup and use of patron laptops.
2. Storage Shed- no news at this time.
3. Library Security- see Director's Report

DIRECTOR'S REPORT- See attached report from Director Lent. Highlights included-

1. Door Thresholds to be replaced and/or repaired are the Roche Bros Community Room outside access doors and the Courtyard Access Doors.

TRUSTEE REPORTS-

1. Request that the FMPL be used to promote all programming, especially Children's programming.
2. Request that the display cases should be used more frequently if not at all times. Possible uses include-
 - a. Upcoming 3D printing programs,
 - b. Children's private "collections" i.e.- toys, dolls, rocks, etc., and
 - c. Reach out to community groups to use them.
3. Suggestion that future programming might include an Independent Authors Day.
4. Request for a draft of the programming for the year, including Children's programming scheduled so far.
5. Request to start an informal Spanish Club, headed by High School students, under the supervision of the Children's librarian to play board game.
6. Request to start a Vintage DVD collection as well as Musical CDs and DVDs. Also program Sing-alongs and Vintage Movie Nights.

NEW BUSINESS-

1. Holiday Staff Dinner- November 30th at noon in Community Room.
2. Volunteer Luncheon to be scheduled for April 2017.
3. CORIs have been set up for all staff and scheduled volunteers. Director Lent will check about requirements for one time presenters/volunteers.

Motion to adjourn at 12:30 PM made by M. Neville, seconded by W. Barry- APPROVED UNANIMOUSLY.

NEXT TRUSTEE MEETING- 9/13/16 at 11AM at the Millis Public Library

Submitted by

Maria Neville

Director's Report
August 9, 2016