

Millis Public Library Trustees

Millis Public Library

October 14, 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 9/20/16 made by M. Neville, seconded by J. Farrar-  
APPROVED UNANIMOUSLY.**

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

1. Collections- Director Lent is purchasing non-fiction more aggressively at present using budget funds first. He will then use money from trust funds that was voted on by Trustees.
2. Hopkinton Public Library will purchase our weeded Young Adult books and funds will go into the gift fund.
3. Director Lent will start a plan for the use of the History Room.
4. Director Lent will check with Jim McKay, Head of DPW about the concrete work needed at the parking lot door entrance area.
5. Director Lent to include a \$1000 line item for FY18 budget to clean and clear the bathroom sewer pipes. This will be done annually. Director Lent will hold off on having the lines cleaned at present unless there is another clog.
6. Director replaced one desk computer last year. Now has replaced other two desk computers. The desk computer replacements/upgrades are now complete.
7. Our Building Maintenance Worker will be responsible for sanding the walkways. Director Lent to find out who will be responsible for snow blowing the walkways.

**MPL DIRECTOR GOALS**- see attached

1. Add additional bullet to #2- ad hoc staff, interns, and grant writers.
2. J. Farrar will work with Director Lent on FY17 Grant Seeking Plan.
3. Director Lent will incorporate Strategic Plan.

Recent Incident Reports with unruly patron reviewed and discussed.

**Motion to adjourn at 12:10 PM made by M. Neville, seconded by W. Barry- APPROVED  
UNANIMOUSLY.**

***NEXT TRUSTEE MEETING- 11/15/16 at 10AM at the Millis Public Library***

Submitted by

Maria Neville

Director's Report  
Board of Trustees Meeting

**Millis Library Director**

Draft Goals October 2016 - Feb 2017