

Millis Public Library Trustees

Millis Public Library

November 15, 2016

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

Meeting call to order at 10:00 AM by Chair W. Barry.

MOTION to accept minutes from 10/14/16 made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.

LETTER OF DISINVITATION- discussion regarding recent patron receiving Letter of Disinvitation from the Millis Public Library. Patron is not allowed to use the MPL for a minimum of six months. The patron may petition at any point to return, but the Trustees will reconsider the disinvitation at 6 months which will be May 2, 2017 at the earliest for this case.

PSAT, SAT, and ACT TEST PREP- Director Lent will check with Millis High School about providing test preps and parent testing information talks at the library.

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

1. Millis Public Library received a \$15,000 Heritage Trust Grand Prize Grant from Dell/EMC that will allow the MPL to preserve and allow access to the Millis Town Collection. Discussed yearbooks and possible access to them online.
2. Zinio is an e-resource available to patrons and allows free access to magazines on line.
3. The Kindle Fires are ready to go. Director Lent will add listings of the books on the Fires. He will also use a trust fund to purchase the fiction for these devices. There will be an eBooks' line for this in the FY18 budget.
4. Director Lent will add an Events line to the FY18 budget that could be used for Millis Reads events.
5. Security system- reviewed quote and reviewed library for additional cameras. Director Lent to investigate adding a camera to the archive room and the staff hall. He will also check on the Roche Brothers Room camera that is missing from the quote and Safety Signal adjusting the front door camera.

Motion to accept the security system upgrades after clarification of all the above issues based on the estimate from 9/9/16 and up to \$8500 to be funded from State aid made by W. Barry, seconded by M. Neville- APPROVED UNANIMOUSLY.

Motion to add 2 additional cameras on the current estimate up to \$15000 (extra money to also come out of State Aid) made by W. Barry, seconded by J. Farrar- APPROVED UNANIMOUSLY.

6. Fire drill to be scheduled by Director Lent.
7. Budget sheet to include percentages again.
8. Director to review Children's and YA budgets with Children's Librarian.
9. J. Farrar and Director Lent to work on promoting Amazon Smiles to patrons.
10. Discussion of hours of staff including new personnel.

11. Director Lent will move a self-checkout from adult area to Children's room. Will also add a computer for searches to the adult self-check area.
12. Director Lent working on getting a "Staff Only" sign.
13. Food for fines to start now.

Meeting adjourned at 12:15PM.

NEXT TRUSTEE MEETING- 12/6/16 at 10AM at the Millis Public Library

Submitted by

Maria Neville

Director's Report
November 15, 2016