

Millis Public Library Trustees

Millis Public Library

December 6, 2016

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

Meeting call to order at 12:06 PM by Chair W. Barry.

**MOTION to accept minutes from 11/15/16 made by W. Barry, seconded by M. Neville-
APPROVED UNANIMOUSLY.**

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

1. ARCHIVES- Director Lent is working on listing and scheduling the work to be done with the archives now that the scanner is ready. J. Farrar will work on determining the legalities of scanning the archives and placing on the MPL website. The library will need a policy regarding the recommended use and ownership of the archives as well as procedures for usage. Also need policy on an Agreement between the Millis Historic Commission and the MPL regarding usage of their archives.
2. Director Lent to call MBLC regarding approval of our Action Plan and State Aid.
3. Proposed new program- Have a seminar on what your library can get you on your phone for free - i.e.: Hoopla.
4. Director Lent to explore with Millis Cable making "How To" videos regarding MPL technology.
5. Director Lent to talk with M. Awdycki, guidance, Millis High School, about holding SAT/ACT preps at the MPL.
6. Director Lent to work on a Program Feedback Form.
7. Will mark the top 50 film designated by BFI with a special "dot" on their spine to make them easier for patrons to find in the collection.
8. Money for Wellness programming coming from grant.
9. MILLIS READS- Director Lent to share information and book list for Millis Reads with Judy O'Gara and also put on Facebook.
10. Director Lent will present statistics at the next Trustee meeting regarding on line sites i.e.: Hoopla, Linda, Consumer Reports, e-library, etc.
11. Director Lent working with becket Lung, ESL teacher MPS, regarding language opportunities.
12. Kindle Fires- being added to catalog and books are being loaded on them.
13. Director Lent's contract to be reviewed by Trustees on 12/12.

Meeting adjourned at 1:35 PM.

NEXT TRUSTEE MEETING- 12/12/16 at 11AM at the Millis Public Library (Director Contract Review- Executive Session)

TRUSTEE MEETING- 1/10/17 at 10AM at the Millis Public Library

Submitted by

Maria Neville

Director's Report
December 2016