

Millis Public Library Trustees

Millis Public Library

June 13, 2017

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar, Director Alex Lent  
Meeting call to order at 10:07 AM by Chair W. Barry.

**MOTION to accept minutes from 5/9/17 as amended made by M. Neville, seconded by J. Farrar-  
APPROVED UNANIMOUSLY.**

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

1. Director Lent to contact COA Director P. Kayo about moving the large ship display to the Senior Center.
2. In History Room, put felt pads on back of tall chairs to avoid marking up walls. Put professional painting and chair rail on hold. Try cleaning scuff spots off of walls. If it doesn't work, paint one wall with available paint to see if that works.
3. Director Lent to work with Town Administrator about possibly transferring some remaining funds left in FY17 budget to the Building Repair line, encumber those funds, and then schedule the necessary sprinkler system repairs to be done in the beginning of FY18.
4. Director Lent to write policy, procedure, and patron form for use of the 3D printer using Medfield Library's as prototype. Update at next Trustee meeting.
5. Director Lent waiting for input from Town Council about Video Surveillance Policy. Will present at next Trustee meeting.
6. At next Trustee meeting, Director Lent to present more information on patrons under the age of 18 who have been billed for lost items. Patrons under the age of 18, with only overdue fines \$10 and over, will have those fines forgiven.
7. Need a flyer with dates, time, and movies for Family Movie Night. Need a flyer for volunteers to work Family Movie Nights. Director Lent to work with Children's Librarian R. Silverman on this.
8. Director Lent to organize postponed Millis Reads Heritage Trail Field Trip for late summer/ fall including publicity. Need a date, our own tour guide, bus, and eating options. He will present at next Trustee meeting.
9. Add wifi to statistics when possible. Call computer usage "MPL desktop computer usage".

**INCIDENT REPORT**

Recent incident presented by Director Lent. Appropriate documentation made by staff. Police Chief aware of incident.

Discussed Millis Focus Groups (reviews and survey as well as use of white boards), Communications (including expanding this), and Prioritizing/Delegating.

Long discussion about the roles of using teenage volunteers- how to get them and what jobs where they could be assisting. Discussion included review of how they were used in past and how the Trustees would like to see them involved in the library in the future, including this summer. Director Lent to check with Children's Librarian. Director Lent to report back on job description for teenage volunteers, specific plans in place for them this summer, and new plans for future use of teenage volunteers.

Meeting adjourned at 12:07 PM.

***NEXT TRUSTEE MEETING- 7/11/17 at 10AM at the Millis Public Library***

Submitted by

Maria Neville

  
Budget to Actual  
2017-05.pdf

Director's Report  
June 13, 2017

Summer Programming