

Millis Public Library Trustees

Millis Public Library

July 11, 2017

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar (arrived at 10:35AM), Director Alex Lent

Meeting call to order at 10:06 AM by Chair W. Barry.

MOTION to accept minutes from 6/13/17 as amended made by W. Barry, seconded by M. Neville- APPROVED UNANIMOUSLY.

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

1. Repairs to sprinkler system will cost \$1000 and come out of the FY18 budget.
2. Apply foam protectors to chairs in History Room.
3. Director Lent will send a letter to the Permanent Building Committee regarding the HVAC repair/replacement that is necessary. He will also cc the Police Chief, Fire Chief, School Committee, Town Administrator, and Trustee Chair, W. Barry.
4. The MPL was not awarded the grant for solar panels. Director Lent is looking for other funding sources. He is meeting with Diane Jurmain to discuss future grants.
5. Director Lent will draft a 3D Printer Policy, Procedure, and Patron Form and email it to the Trustees for suggestions.
6. End of the school year Library Fair will run from 11AM-1PM next year.
7. Going forward, events plans will be organized by patron age group and events will be differentiated between one-off or special events and ongoing events or series.
8. Director Lent will list statistics using trend data, i.e. last year vs this year.
9. Director Lent has discussed the Adult Services Position with the Town Administrator. They will need to meet with the Union to negotiate this position.
10. Job descriptions are not complete yet. Director Lent will have them for the next Trustee meeting. He will include the proposed Adult Services position as well as the current Circulation Supervisor position and the differences. Director Lent will also present the staff reporting chart.

OLD BUSINESS

1. Director Lent to email forms for Committee Focus Groups and Surveys to Trustees. Then they can start on them.
2. Director Lent to send email to all Town Departments regarding the ship in glass to be donated if not taken by any other department.
3. Patrons under 18 who had overdue fines only that stopped them from using card, had the fines forgiven. There were no changes for other patrons with other fines.
4. Millis Reads- field trip to happen in September. It will be the Freedom Trail. MPL will have their own guide. It will include less walking than the whole Freedom Trail and will concentrate on the Faneuil Hall area. At the next meeting, Director Lent will present the overhauled Millis Reads program for 2018.

5. Director Lent to link the volunteer page, including the Teen Volunteers, to the MPL website.
6. Director Lent to present a brief description to his recommended reading list and his library news that he presents to Trustees.
7. Director Lent to investigate library tours to other towns to see what's happening in other libraries. He will write a proposal about conducting such tours.
8. Director Lent will send info to Trustees about the ALA Conference he attended.
9. Director Lent will include a newsletter in our Trustee meeting materials. Director Lent will present hard copies of the Programming for FY18.
10. Director Lent will ask staff to give anonymous feedback and ask questions of the Trustees. Need a mechanism for this.

NEW BUSINESS

1. Volunteers should assist Jared with the digitalizing project.
2. Director Lent to send clarification to the school superintendent of his input in the new Clyde Brown proposed school library. He will ask that they clarify his minor role in any and all of their handouts, website, and social media.

Meeting adjourned at 11:55 AM.

NEXT TRUSTEE MEETING- 8/22/17 at 7 PM at the Millis Public Library

Submitted by

Maria Neville

Director's Report
July 11, 2017

Summer Programming