

Millis Public Library Trustees

Millis Public Library

July 12, 2016

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

Guests: Arthur Payne, Diane Jurmain, Meghan Gavaghan, Millis Police Sgt C. Soffayer

Meeting call to order at 10:02 AM by Chair W. Barry.

MOTION to accept minutes as amended from 6/14 made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.

STORAGE SHED – Will be placed behind dumpster, away from the edge of the island curb. DPW will level area, remove tree, and place gravel. It will not have power or windows on the doors. Tri-County has given an estimate +10%= \$6000 for a 10x16 structure. This is for just the shell, no shelving included. They will build it on site. **Building will be owned by the library. Friends' book storage will be a priority: library can use only if extra room available. An agreement between the library and the Friends will be drawn up for the Friends to vote on.**

MOTION TO ACCEPT THE SHED DESIGN AS AMMENDED, PLACEMENT OF THE SHED (BEHIND TRASH ENCLOSURE), AND AGREEMENT THAT SHED WOULD BE OWNED BY LIBRARY AND CONTENT VOTED ON BY FRIENDS made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.

LIBRARY SECURITY-

1. Sgt Soffayer discussed issues concerning security at the Library with Director Lent and the Trustees. Library personnel should stay out of all incidents and call police. If the staff has any concerns/fears about any situation, issue, or patron, or with leaving at night, they should call the police for assistance. Malicious destruction of property in excess of \$250 is considered a Felony. The person(s) responsible for this would get a court date. Before the court date, the police would visit with them to see if restitution can be made. If they do, then case would be dismissed. A letter of disinvite can be sent to keep perpetrator off the property. The letter is obtained from the police and is for a 1 year period. Director Lent will draft a policy to cover this information. Sgt Soffayer will assist with instillation and placement of additional cameras.
2. Sgt Soffayer also suggested having signs on the building regarding no skateboarding or scooters on premises.
3. Sgt Soffayer suggested having a wait and see attitude on the Pokemon craze at this time.
4. Sgt Soffayer is also involved with the annual training of town personnel regarding violent intruders. There will be a meeting in the fall and the library personnel will attend. Each building will have its own Impact Plan and the library's is coming.

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

1. MILLIS READS- what worked and suggestions going forward
 - a. Instead of 1 book, cover 1 topic
 - b. Definitely have Field Trip
 - c. Do not necessarily involve schools
 - d. Author talks are well attended
 - e. ? around topic of nationalism/ “townism”
 - f. ?the secrets of happy families
 - g. ? motivational topics
 - h. As per other libraries- ? start with a teen book and then pick an adult book and a children’s’ book
2. Director received 4% increase in salary. Congratulations to Director Lent.

Motion to adjourn at 12:05 PM made by W. Barry, seconded by M. Neville- APPROVED UNANIMOUSLY.

NEXT TRUSTEE MEETING- 8/9/16 at 10AM at the Millis Public Library

Submitted by

Maria Neville

Director's Report
Board of Trustees Meeting

