

Millis Public Library Trustees

Millis Public Library

October 10, 2017

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar (Arrived at 7:30 PM), Director Alex Lent

Meeting call to order at 7:02 PM by Chair W. Barry.

MOTION to accept minutes from 9/12/17 made by M. Neville, seconded by W. Barry- approved unanimously.

Director Lent has submitted his resignation effective 11/10/17. The Trustees wish him the very best on his future endeavors at the Danvers Library.

DIRECTOR'S REPORT- see attached report for details

1. Director Lent to speak to the Town Accountant about FY19.
2. The FY19 budget shout move printer ink from equipment to office supplies.
3. Possibly make a separate line item for \$1000 in FY19 budget for cleaning sewer line on a yearly basis.
4. WIFI issues are being resolved at present.
5. Director Lent will have annual action plan done before he leaves.
6. Esther Davis now does all the staff scheduling including on call.

RACHEL SILVERMAN- YOUTH SERVICES LIBRARIAN- see attached list for details

Ms. Silverman met with the Trustees to discuss the ongoing issues in the YA Room with middle school students after school. There has been an ongoing culture of a "boy's club" atmosphere with swearing, tussles, and intimidation. Other students don't want to use the YA Room due to these issues. She met with the Millis Middle School principal, Maureen Knowlton, who suggested a letter go through the school list serve. Ms. Silverman also met with the Police Chief who suggested being very firm with the students and call the police if the problems escalated. Based on the suggestions, Ms. Silverman has written up a "Rules List" Code of Conduct that she has handed out to students and staff. She also has a "Yakker Trakker" in the room to warn students when it gets loud. These interventions worked immediately on most students. Other less cooperative students have been asked to leave multiple times. The YA room has now been designated as a "quiet study space". Students can go to Children's Room where there are always adults with smaller children which seems to work on stopping unwanted behavior. Ms. Silverman will look for a volunteer to man the YA Room from 2-4PM or 2-6PM.

TRANSITION LIST- things to be done/ info gathered by Director Lent for interim and new director – Trustee Chairman W. Barry keeping complete list

1. TOWN ADMINISTRATOR has all classified materials, all incident reports, all union contract information and management files. Refer all to him.
2. Snow Emergency- chain of command
3. Snow removal- who to notify

4. Staff schedule and regular hours including custodian.
5. Lighting system- who can change it or work on it if should go out.
6. HVAC system- seasonal changes, who can change it, and who to talk with if issues arise.
7. Cross training list
8. Director and Staff computers- are they all working ok, any issues
9. Who is trained on all tech items (Rachel)
10. Plumber contact info
11. Safety Signal info for reaching. Also info that they have for contacts list.
12. Website, social media, who handles that and need passwords
13. Emails director is responsible for and passwords
14. WIFI info
15. Grants- what are they, who's responsible, hard copies of all contracts Book Club Grant- Esther Davis is responsible for reporting on this
16. Museum Passes- Donna
17. Statistics
18. Preliminary FY19 budget with narrative
19. Annual report for town book
20. Strategic update
21. State aid done, ARIS done
22. Minuteman ok
23. Director to present calendar of deliverables/ responsibilities
24. Welcome packet- Donna Brooks working on this
25. How to use Hoopla- Rachel Silverman working on this pamphlet
26. How to use Other Technologies- Esther Davis working on this pamphlet

MOTION to approve revised Library Director Job Description made by M. Neville, seconded by J. Farrar- PASSED UNANIMOUSLY

Meeting adjourned at 9:07PM

NEXT TRUSTEE MEETING- 11/2/17 at 7 PM at the Millis Public Library.

Submitted by

Maria Neville

Director's Report
Meeting Date: October 11, 2017



library Early Release
Ad[3733].pub



Library Budget
9.30.17.pdf



Millis Letter of
Resignation Signed

Teen Behavior Management



library
Rules[3732].pub



library Early Release
Warning[3734].pub