

Millis Public Library Trustees

Millis Public Library

January 19, 2016

DRAFT

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

Guests: Diane Jurmain, FMPL

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

Motion to approve minutes from 12/8/15 made by M. Neville, seconded by W. Barry- approved unanimously.

Motion to approve minutes from 12/21/15 made by W. Barry, seconded by J. Farrar- approved unanimously.

Interim Trustee, Jennifer Farrar, introduced.

OLD BUSINESS

GRANTS- Update of FMPL Grant Writer Search- D. Jurmain and Director Lent have chosen two candidates that they will present to the Friends of the MPL to hire as grant writers. Director Lent will present to the Trustees a 6-12 month plan for grants based on what we want/need and the our Long Range Plan. Then the Trustees will pass the plan to the Friends.

MPL Operations Manual- There will be two separate manuals-

1. MPL Operations/Procedures Manual
2. MPL Policy Manual

All Operations/ Procedures/ Policies will be saved together in one area of the computer. In addition, all will have the last date written/reviewed at the bottom of the last page as well as initials of the Director and where they are saved in the computer.

First task for Director will be to separate current manual into Operations/Procedures and Policies. Then the Director will-

1. Review and update crucial daily Operations/Procedures.
2. Make the Emergency Plans a priority, include meeting with Millis Police Department for guidance.
3. Include the Key Position Operations.

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

1. Unusual Items Storage Unit new quote presented to Trustees. **Motion to present quote to FMPL made by M. Neville, seconded by J. Farrar- passed unanimously.**

2. Facilities:

- a. SGH will begin the “Walkway Project” (study of the threshold issues) this week. They will present three options to the Trustees.
- b. Director Lent to call Town Administrator to find out who can look into gutter issues.
- c. Plan to paint the RBCR will include adding a chair rail that will protect the walls from both tables and chairs.
- d. Director Lent met with the Town Administrator and the Police Chief regarding hiring one custodian to service the Library as well as the Police Station and possibly the Fire Station. Trustees advise the Director to clarify to the Town Administrator our need for a custodian 3 hours per day 5 days per week preferably in the evenings to maintain cleanliness.

Performance review to be done by 2/15. W. Barry to send out review form to use.

Statistics down some but expected.

Staff computer replacements will come from technology budget line.

Temporary new loan rules have had positive remarks as well as statistics. **Motion to make new loan rules permanent made by J. Farrar, seconded by M. Neville- passed unanimously.**

NEW BUSINESS

Joan Dikun Remembrance- It has been suggested that the donations for the late J. Dikun that have gone to the Friends of the MPL go towards a birdbath (with plaque) to go in the garden near the parking lot entrance to the library. This will be presented to the Friends. Also any funds collected by the Cliquot Club Book Group will be used to get a plaque dedicated to J. Dikun for outside the Tech Room.

PORNOGRAPHY at the MPL- The Trustees are looking at a policy that will clearly state redirecting patron looking at objectionable matter to a private room and a laptop. If this doesn't work, then removing them from the computer. Director Lent will present policy to Town Administrator and Town Council. **Motion to add filtering to the computers in the children's area made by M. Neville, seconded by J. Farrar- passed unanimously.**

Motion to adjourn at 1:55 PM made by W. Barry, seconded by M. Neville- approved unanimously.

Next Trustee meeting will be on Tuesday February 9, 2016 at 10 AM at the Millis Public Library.

Submitted by

Maria Neville