

Millis Public Library Trustees

Millis Public Library

March 15, 2016

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

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

Motion to approve minutes from 2/9/16 made by J. Farrar, seconded by M. Neville- approved unanimously.

OLD BUSINESS

1. **Merit Grant-** Code Camp- Director Lent continues the search for a facilitator as the grant money must be dispersed by 3/31.
2. **Millis Reads-** scheduled events are
 - 6/9- Steven Kurkjian, author of Master Thieves, will speak
 - 6/11- Bus Trip to Isabella Gardner Museum
 - Book talk in May (?)
3. **Operational Procedures and MPL Policy Manuals-** Presently testing the opening procedure. Working on all others including hiring procedure. Needs include job descriptions for all staff. CORI policy needs addendum regarding volunteers.
4. **Joan Dikun Remembrance-** M. Neville to get approval of from Friends to purchase birdbath with donations made in her name.

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

1. **Door Threshold Project-** Director Lent to present the recommendations as well as quotes from company to adjust doors and training requirements for custodian at next Trustee meeting.
2. **HVAC noise-** Commercial Boilers have made some adjustments for pipes banging together and feel this may alleviate the noise.
3. **Grant Writing-** on hold at present. Kim and Jen will look for grants to meet the goals of the Long Range Plan. Also will look into grant from CPC for digitalizer for historical documents housed in MPL.
4. **Friends' Funding-** Meg Gavaghan, FMPL Treasurer, to meet with the Trustees to give us a 2 year retrospective as well as the revenue expectations going forward.
5. **Computer and Internet Acceptable Use Policy-** reviewed by Trustees and will now go to Town Council for their review, suggestions regarding consequences and options.
6. **Proposed Addendum to Code of Conduct Policy-** reviewed and amended by Trustees and will now go to Town Council for their review.
7. **Borrowing Policy-** **Motion to accept the Borrowing Policy made by W. Barry, Seconded by M. Neville- APPROVED UNANIMOUSLY.**
8. **Programming-** Director Lent will bring ongoing programming for FY17 to our next meeting. Programming to correlate to the strategic Plan.

MPL DIRECTOR ANNUAL REVIEW PROCESS

**Motion to accept the Director Evaluation Form made by W. Barry, seconded be J. Farrar-
APPROVED UNANIMOUSLY.**

Trustees to fill out form and evaluate Director individually, then Chair to merge evaluations. Trustees to meet to discuss then meet as a group with director to present and discuss. Final evaluation to go to Town Administrator.

NEW BUSINESS-

1. Director to look into Life Skills based programming such as financial literacy. This would be for both children and adults.
2. Millis Makers Fair will be combined with the Last Day of School Fair on June 23rd. The Maker Fair will be inside the Roche Brothers Room.

**Motion to adjourn at 12:30 PM made by W. Barry, seconded by M. Neville- approved
unanimously.**

NEXT TRUSTEE MEETING- 4/1/16 at the Millis Public Library- Director's Evaluation

Submitted by

Maria Neville



Director Review
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