

Millis Public Library Trustees

Millis Public Library

April 12, 2016

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

Guest: Meghan Gavaghan, Friends of the Millis Public Library

Meeting call to order at 10:08 AM by Chair W. Barry.

Motion to accept minutes from 3/15 and 4/1 made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.

FMPL- Meghan Gavaghan- the FMPL money is divided into Capital Campaign and Operational Funds. Using handouts, Trustees, Director and M. Gavaghan discussed prior distribution of funds as well as money available through the Friends for programming and operational needs. At present programming supported by Friends is mostly 80/20% split for Children/Adult. Also some library operational items are funded by the Friends. The Director and Children's Librarian will work on an annual programming plan to present to the Friends. This annual plan will start in September 2016. Director will also work towards moving some operational items into the library budget.

OLD BUSINESS

1. **Millis Reads-** schedule set as follows
 - a. Posters up, books displayed and checked out
 - b. May 20th- 6:30-7:00PM Book discussion 7:00-9:00PM Stolen the Movie
 - c. June 9th- Author talk – Stephen Kirkjian, author of Master Thieves
 - d. June 11th- Museum tour at Isabella Gardner Museum- cost \$15.00 per person includes Admission to both Isabella Gardner Museum and Museum of Fine Arts, bus transportation to and from Museum, guided tour of Gardner Museum, and tip for bus driver. Tour will be for 45 people max, bus trip is for 35 people max. Sign up with payment on a first come, first serve basis, Millis residents have preference.
2. **Last Day of School and “Millis Makers Fair”-**
 - a. Director Lent to create poster and J. Farrar to advertise to Millis Makers
 - b. \$10 membership fee to FMPL for booth- contact is J. Farrar

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

1. **Finances-**
 - a. Director Lent to find out what FY17 Budget reduction of \$9584 represents.
 - b. Useful computer system- Cost- \$7000/3 year contract, \$2400/1 year contract. Note: Funding for this will be from library budget, not FMPL funds as in past.
Motion to contract with Useful for 1 year, no RAM upgrade, for 14 stations, out of library operational budget made be M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.
 - c. Director Lent wants to buy new printer outright as opposed to leasing. He will bring information back to Trustees.

2. **Personnel-** staff meeting on 4/14, will ask staff about someone becoming a notary public.
3. **Motion to accept Computer and Public Internet Use Policy as amended made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.**
4. **Motion to accept the Code of Conduct Policy revisions as amended made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.**
5. **CORI Policy-** Library must defer to Town of Millis Policy. Director Lent to find out from K. Bouret, Town Operation's Support Manager, about CORI requirements for a one time programmer and FMPL volunteers, especially book sale volunteers.
6. **Grant writing-** Director Lent to also check on EMC Grant for digitalization.

NEW BUSINESS-

Director Annual Goal Development has been given to C. Aspinwall, Town Administrator.

Motion to adjourn at 12:20 PM made by W. Barry, seconded by M. Neville- APPROVED UNANIMOUSLY.

NEXT TRUSTEE MEETING- 5/10/16 at the Millis Public Library

Submitted by

Maria Neville