

Millis Public Library Trustees

Millis Public Library

May 10, 2016

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar, Director Alex Lent  
Meeting call to order at 10 AM by Chair W. Barry.

**MOTION to accept minutes from 4/12 made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY.**

**NOMINATIONS OF OFFICERS-**

**MOTION to nominate W. Barry as chair made by M. Neville, seconded by J. Farrar- APPROVED UNANIMOUSLY. Motion to nominate M. Neville as secretary made by W. Barry, seconded by J. Farrar- APPROVED UNANIMOUSLY.**

**OLD BUSINESS**

1. Grant Writers- Diane Jurmain from the FMPL is handling this. There are 2 Grant Writers.
2. Makers' Fair- J. Farrar is working on this. So far there will be pizza (from Isabella's), hot dogs, pizza, popcorn, snow cones, games, bake sale, book sale, and cake walk. Makers include knitters, author, movie maker, 3D printer, hydroponic lettuce grower, caricaturist, and tie-dyer so far.
3. Volunteer Luncheon- to be held in September this year and April next year. Director Lent to bring dates for both to next meeting.

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

1. **Facilities-**
  - a. Need to add annual bathroom pipe cleaning to budget.
  - b. The ground/floor beneath the parking lot entrance doors is too high to meet ADA requirements and SGH is working on solution.
2. **Finances-**
  - a. Director Lent to look at Trusts and start a plan to spend some of the available funds.
  - b. Director Lent to use the on-call staff and available wages from loss of Cataloger to fill in schedule while funds are available.
3. **Staff-**
  - a. Esther Davis hired in the Cataloger position.
  - b. Need to have Notary on staff, not on-call staff.
  - c. Director Lent to start highlighting staff and volunteers on electronic display at Circulation Desk.

**TRUSTEE REPORT-** J. Farrar to check with Jim McKay, DPW, and Mike Giampietro, Building Dept., about the possible instillation of a shed and all the specifics. She will keep Trustees and the Town Administrator in the loop.

**Motion to adjourn at 11:25 AM made by W. Barry, seconded by M. Neville- APPROVED UNANIMOUSLY.**

***NEXT TRUSTEE MEETING- 6/14/16 at 10AM at the Millis Public Library***

Submitted by

Maria Neville