

Millis Public Library Trustees

Millis Public Library

December 12, 2017

Present: Trustee Chair Wendy Barry, Trustee Jennifer Farrar, Interim Director/Trustee Maria Neville

Guest: Laura Satta

Meeting call to order at 7:00 PM by Chair W. Barry.

**MOTION to accept minutes from 11/2/17, 11/7/17, and 11/8/17 made by M. Neville, seconded by W. Barry- approved unanimously.**

**DIRECTOR'S REPORT-** see attached report for details

1. FY19 Budget prep arrived yesterday and is different than previous years. Interim Director Neville to check with accounting to see if they will be providing the wages info for the library. Interim Director to also check with accounting department about transfer (approved at the November Town Meeting) of funds (\$4000) into the library Building Repair line. W. Barry will assist Interim Director Neville with preparing the FY19 Budget.
2. Commercial Boiler came to do annual check and change filters. They also fixed hot water to kitchens by using reset button.
3. Northeast Door came again as the front door was sticking again. They replaced more parts and feel that the wooden door are swelling and shrinking with the weather and are part of our problems.
4. All Amazon orders for Town should be Amazon Smile orders. Interim Director Neville will let staff know.
5. Trustees discussed issues with students. Interim Director Neville to check with Karen Bouret, Millis Operations Manager, regarding legalities of asking a student to leave the library.
6. The library will be closed on Saturday 12/23 through Monday 12/25.

**MOTION to enter Executive Session to discuss Director candidate and salary negotiations made at 8:58 by W. Barry, seconded by M. Neville. Roll Call- M. Neville yes, J. Farrar yes, W. Barry yes. Guest L. Satta left meeting at this time.**

**MOTION to exit Executive Session made at 9:08 PM by W. Barry, seconded by M. Neville. Roll Call- M. Neville yes, J. Farrar yes, W. Barry yes.**

Meeting adjourned at 9:08 PM.

***NEXT TRUSTEE MEETING- 1/9/18 at 7 PM at the Millis Public Library.***



DIRECTOR's report  
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Submitted by Maria Neville

