

Millis Public Library Trustees

Millis Public Library

November 2, 2017

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar (Arrived at 7:10 PM), Director Alex Lent

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

**MOTION to accept minutes from 10/10/17 made by M. Neville, seconded by W. Barry- approved unanimously.**

**This is Director Lent's last Trustee meeting. The Trustees thank him for his service to the Millis Public Library and wish him well as Director of the Danvers Library.**

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

1. If run out of On Call Wages, then use Extra Hours.
2. Increase Building Repairs line item on FY19 to \$10,000. Director Lent to provide justification for increase to Trustees before his last day.
3. Will hear from State in January about State Aid amounts for FY19.
4. Saturday coverage to be discussed with new hire before Director Lent leaves. He will inform the Trustees after that is done.
5. Vacation Policy to be discussed with R. Silverman, Children's Librarian
6. Action plan will be submitted to MBLC tomorrow by Director Lent.

**TRANSITION LIST CONTINUES- things to be done/ info gathered by Director Lent for interim and new director** – Trustee Chairman W. Barry keeping complete list

**ALL SHOULD BE IN TRANSITION FOLDER AS WELL AS ON FILE FOLDER ON NEW DIRECTOR'S COMPUTER**

1. Staff job descriptions paper copies in Transition Folder
2. Staff cross training done in Transition Folder
3. List of contact numbers for repeat programmers in Transition Folder
4. Alarm codes via Safety Signal
5. Emergency info to be in Circulation Binder and another copy in Transition Folder
6. Copy of vacation policy in Transition Folder
7. Outside tables and chairs to be moved inside.

Director Lent left meeting. Trustees reviewed interviewing format for new director. Interviews on 11/7 and 11/8.

Meeting adjourned at 8:40PM.

***NEXT TRUSTEE MEETING- 11/7/17 at 6 PM at the Millis Public Library.***

Submitted by

Maria Neville



Library Director  
Report CY 2017 DRA



Budget-Actual  
oct.17.pdf



Library Form 2  
Supplement FY2018[



Library Form 8  
Supplement FY2018|



Transition  
Spreadsheet(4264).x



FY19 Action  
Plan[4262].docx



Directors Report  
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