

Millis Public Library Trustees

Millis Public Library

February 20, 2018

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar (7:10-7:45 PM),
Director Kim Tolson

Meeting call to order at 7:05 PM by Chair W. Barry.

MOTION to accept minutes from 1/10/18 and 1/27/18 made by M. Neville, seconded by W. Barry, abstained by J. Farrar. Action- Approved.

DIRECTOR'S REPORT- see attached report for details

1. Director Tolson to email Trustees total FY18 State Aid amount we are to receive.
2. Director Tolson to notify Seishin Martial Arts that we will not distribute their bookmarks but that they can hold a free workshop here.
3. Sixty people attended the Police Forum on "Active Shooter/ Violent Intruder Preparedness". The next one is on March 1st. The Friends of the MPL will notify the Millis Lions to put it on the display outside of Town Hall.
4. Commercial Boiler will look at the humidifier and give an estimate for repairs if needed. Commercial Boiler has submitted an estimate for a new hot water heater- \$1900.00.
5. Director Tolson will ask Karen Bouret, Millis Operations Support Manager, who we should request second quotes from for the hot water heater and the humidifier.
6. Director Tolson will advertise the Irish Folk Duo Concert through the Friends as soon as possible.

NEW BUSINESS-

1. Director Tolson will invite Chief of Police Soffayer to attend the next Trustees meeting to discuss the Active Shooter/ Violent Intruder Plan for the library.
2. Director Tolson to talk with Police Chief about the 2 week Police Leadership summer camp program with middle schoolers and offer to partner with the Police in a half-day teambuilding program at the library each of those weeks. W. Barry is working on this.
3. Director Tolson to set up 2 trainings with the Police Chief on Active Shooter training- one for the staff and the other 2-3 sessions of 2 hours of training for the public to be held at the library on Saturdays.
4. Director Tolson will start a Capital Plan. She will reach out to other libraries (Wellesley) regarding their plans.
5. On Saturday, April 21st, there will be a Volunteer Appreciation Reception at the MPL from 10-11:30 AM. Director Tolson will work with Rachel as she is in charge of the volunteers and has their information. They will send out invitations. Director Tolson will purchase small gifts to hand out as a small token of our appreciation to the volunteers. She will also order coffee and trays of small breakfast items to serve.
6. Director Tolson will reach out to the Council on Aging to continue the bond we have with them.

7. Director Tolson will contact Meghan Gavaghan, Millis Friends of the MPL, regarding the EMC/Dell Grant. The Director will maintain control of the grant and will sign off on all payments to the archivist before payment is issued. Director Tolson will also review all scanners that the archivist has presented/recommended and will chose one that is easy to use, simple to operate, and will last at least 5 years.
8. Director Tolson will join the Millis School System list serve.
9. At the April 24th Trustee meeting, the Trustees and the Director will discuss the Director's goals for her first year here.
10. Director Tolson will work with the Friends on the End of the School Year Program- including the Summer Reading Program and signups.
11. M. Neville to talk with Jeannie Maier about Beautification Day, the gardens, and what help she requires for mulch and cleanup.

Meeting adjourned at 8:25 PM.

NEXT TRUSTEE MEETING- 2/20/17 at 7 PM at the Millis Public Library.

Submitted by


director's report
2-20-18.pdf


Library
budget1-31- 2018.pdf

Maria Neville