

Millis Public Library Trustees

Millis Public Library

March 20, 2018

Present: Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar, Director Kim Tolson

Meeting call to order at 7:10 PM by Chair W. Barry.

MOTION to accept minutes from 2/20/18 made by M. Neville, seconded by J. Farrar. Passed unanimously.

DIRECTOR'S REPORT- see attached report for details

1. Commercial Boiler replaced the hot water heater and it is working now. The mixer is not working so Commercial Boiler is sending us a quote and also ordering the part regardless as it is necessary.
2. Director Tolson will work with Commercial Boiler to put together a Systems Review and Longevity Report to include everything Commercial Boiler works on at the library.
3. The library will start opening at 10 AM on Mondays starting 4/2/18.
4. The humidifier for the Archives Room needs a part that will be ordered.
5. Eventually, all archives digitalized will be uploaded to the Digital Commonwealth website.
6. Director Tolson, working with the Youth Services librarian, will inform the Trustees at the next meeting about the plan for teen volunteers for both summer and next school year.
7. Director Tolson will formalize the volunteer positions, both old and new, to present to volunteer recruits.
8. Volunteer Appreciation Reception to be held April 21.
MOTION to approve up to but not to exceed \$500 for the Volunteer Appreciation Reception including gifts made by W. Barry, seconded by J. Farrar- passed unanimously.
9. Monthly staff meetings to start shortly.
10. Director Tolson to clear the Appreciative Performance Communication Process (APCP) with Town Administrator and the Union before using and to tie it to the appropriate job description. Also make she will make sure can answer the question "how does this benefit the employee" and "how can you identify the high or low performers".
11. There is no conflict with the Millis Public Schools if we hold a SAT Prep Test at the library. We would be supporting the growth and education of the student residents in our town. Director Tolson will look for a 1 day, 6 hour program for Millis students only. The program would be free to attend with the students only paying for the booklet.
12. The library will pay for the cost of materials for the Miniature Painting Program. It will be free for participants.
13. The Police Chief will present the Library Emergency Plan at the May Trustee meeting.
14. The Director attended the Town-wide Capital Program Overview. The Library will move forward on our own plan.

15. The Director will talk with the Police Chief about programming for middle schoolers for the summer and Saturdays.
16. No new news on the solar project.
17. Art Payne sent information to Director Tolson about the Library Fair at the end of the school year. The Friends will dedicate time at the next Friends meeting to work on the Fair with the Director.
18. The Mills Police Chief has mentioned having a Millis Pride Day. Director Tolson to check with him about the status of this celebration.
19. Director Tolson to talk to the Police Chief about having a silent alarm at the circulation desk that would alert the police for emergencies.
20. New movies have been taken/stolen recently so signs alerting patrons to the cameras have been placed in the movie section.

Meeting adjourned at 8:25 PM.

NEXT TRUSTEE MEETING- 4/24/17 at 7 PM at the Millis Public Library.

Submitted by

Maria Neville

Findings

Finalist of FY18 vs. Finalist of FY17

Volunteer Application