

**MILLIS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 24, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on April 24, 2018. Present were Trustee Chair Wendy Barry, Trustee Maria Neville, Trustee Jennifer Farrar, Director Kim Tolson, Laura Satta, resident of Millis and Robert Weiss the Town Energy Consultant. The meeting was called to order at 7:10 PM by Chair W. Barry.

MOTION TO ACCEPT MINUTES- from March 20, 2018 made by M. Neville, seconded by J. Farrar. Passed by majority, J. Farrar abstained.

UPDATE ON LIBRARY SOLAR PROJECT- R. Weiss gave an update on the upcoming solar installation. He let the Trustees know of the timeframe and logistics of the project. After his presentation concluded W. Barry asked him to report back to the Trustees on what the pitch of the proposed panels will be on the Library's roof. R. Weiss agreed to report back and exited the meeting.

LIBRARY BUDGET- The Director reviewed the budget with the Trustees.

DIRECTOR'S REPORT- see attached report for details

- Discussion of memorial donations for book purchases.
- The library has received the second state aid payment for this year.
- Boiler repair update. Humidifier need a replacement part.. Semi-annual filter replacement and system check was completed. Still waiting for a quote on the mixing valve replacement.
- The Library phone contractor recently updated the phones – director phone line fixed, now have a paging option to all phones for communication in case of emergencies (as recommended by Chief Soffayer) and single-button connection to Millis police line.
- Lighting repairs update.

MOTION TO APPROVE up to but not to exceed \$600 for replacement ceiling panels out of State Aid by W. Barry, seconded by J. Farrar- passed unanimously.

- Report on Intruder Training took place for Library staff, volunteers and Trustees in April.
- Update on Volunteer program and new Teen Volunteer Club slated for June.
- Upcoming May staff meeting will include Circulation procedures and introduce performance evaluation process.
- Announcement of new Archivist, Dylan Drolette, who began on 4/17.
- Update on Programs and services including a well attended pastel painting class and Cliquot Book Club.
- Report on the Friends of the Millis Public Library book sale in April- it was a success.
- Discussion of promoting the "Talking Books" collection for the visually impaired.
- Discussion of the Fun Fair preparations for June.
- Update on other upcoming programs and events.

Meeting adjourned at 8:25 PM.

NEXT TRUSTEE MEETING- 5/7/18 at 7 PM at the Millis Public Library.

A True Record

Jennifer Farrar