

**MILLIS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 12, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on June 12, 2018. Present were Trustee Chair Wendy Barry, Trustee Jennifer Farrar, Trustee Laura Satta and Director Kim Tolson. The meeting was called to order at 7:10 PM by Ms. Barry.

MOTION TO ACCEPT MINUTES- from April 2, 2018 made by Ms. Barry, seconded by Ms. Farrar. Passed by majority, Ms. Satta abstained.

MOTION TO DEFER MINUTES- from May 2018 Trustee meeting made by Ms. Barry, seconded by Ms. Farrar. Passed by majority.

DIRECTOR'S REPORT- see attached report.

- Discussion of suspension of non-essential purchasing by the Town of Millis due to a significant deficit in the Town's budget. Discussion of recent initiatives funded by the Friends of the Millis Public Library.
- Update on facilities, including an update on the a water heater repair and which will be deferred until the next fiscal year. Ms. Tolson also discussed the Library Solar Project which she reported is ahead of schedule. She then discussed pest control. Ms. Barry noted that we estimated pest control in the current budget and were denied. She asked Ms. Tolson to get a quote from a pest control service to address the issue. Ms. Tolson undertook to report back to the Trustees at the July meeting.
- In response to a recent repair, Ms. Barry asked Ms. Tolson to write a procedures for staff to use before the start of a repair to ensure permission has been established. Ms. Tolson said she would follow-up at the next meeting.
- Ms. Tolson then discussed staff items including goal setting for staff and substitution for an employee.
- Ms. Tolson gave an update on summer topics including the Summer Reading Program, summer volunteers and upcoming events.
- Ms. Tolson ended her report with the Collections Update, follow-ups and Budget Review.

OLD/NEW BUSINESS-

The Trustees then discussed with the Director:

- Proposed SAT/ACT prep at the Library
- Irrigation possibilities
- Ceiling tiles order deferred to next fiscal year
- Schedule of Friends meeting- follow-up: create a rotating schedule of Trustee participation
- The next Strategic Plan: follow-up will discuss at the August Trustee meeting.

- Director Goals: follow-up for September

TRUSTEE POSITION OVERVIEW

A discussion ensued regarding the responsibilities of the new Trustee and upcoming trainings available.

NEXT TRUSTEE MEETING- The next meeting will be on 7/9/18 at 7 PM at the Millis Public Library.

A True Record