

**ILLIS PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 9, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on July 9, 2018. Present were Trustee Chair Wendy Barry, Trustee Laura Satta, Trustee Jennifer Farrar, Director Kim Tolson and Children's Librarian Rachel Silverman. The meeting was called to order at 7:00 PM by Ms. Barry.

**MOTION TO APPROVE MINUTES-** from the May and June 2018 Trustee meetings made by Ms. Barry, seconded by Ms. Satta. The motion passed.

**CHILDREN'S PROGRAMMING UPDATE-** Ms. Silverman presented her summer program for children called "Book Buddies" that incorporates reading aloud in Spanish. A discussion ensued of other potential Spanish language programming. The Trustees thanked Ms. Silverman and she left the meeting.

**DIRECTOR'S REPORT-** see attached report.

- Discussion of the budget: Ms. Tolson discussed the FY 2018 Budget and told the Trustees it was not yet finalized. She then discussed the proposed FY 2019 Budget, noting that the Minuteman network costs for FY 2019 are \$28,277.71, up slightly from 27,589.16 for FY 2018.
- Update on facilities: Following up on a previous discussion about installing an irrigation system, Ms. Tolson reported that she was waiting on the third quote and would report back to the Trustees on this initiative at the next meeting with the best quote. Ms. Barry noted that ultimately a funding request will have to be made to The Friends of The Millis Library to fund this initiative. Ms. Tolson also discussed the recent HVAC problems, including the defective water alarm, and gave an update on the Solar Project. She noted that it passed inspection. She discussed needed door repairs and will report back to the Trustees at the next meeting with quotes. She reported that a leak in the Circulation Room occurred and has been patched. She also reported problems with the airconditioner in the Roche Brothers Community Room.

A discussion then ensued about pest control. Ms. Tolson received a quote for \$1,045 for quarterly spraying. After a discussion of the budget the Directors and Trustees agreed to utilize store bought ant traps and to periodically reevaluate the Library's pest control service needs.

- Incident Report- Ms. Tolson read a recent incident report. In addition she asked the Trustees to approve the attached letter to be sent home to parents if needed due to their child's improper behavior. The Trustees discussed the letter and approved it.

- Events and Programming Update: Ms. Tolson updated the Trustees the success of the end of school Library Fair. She discussed possible ideas for an upcoming Millis Reads initiative. She gave an update on the very successful children's program "Kindess Rocks" and the Summer Reading Program. She said that the end of school study hours were well attended by High Schoolers.
- Personnel Update: Ms. Tolson said that Performance Reviews for the staff were completed and have been filed in each employee's personnel record.
- Upcoming Events: Ms. Tolson discussed upcoming Library Crawl. She also discussed upcoming events funded by the Friends of the Millis Public Library.

#### **OLD/NEW BUSINESS-**

- Ms. Tolson asked the Trustees to approve the attached "Library Telescope Borrower Agreement". The Trustees reviewed and approved the agreement.
- Discussion: future grants to pursue.
- Ms. Tolson gave a progress report on the ARIS Report.
- The Trustees discussed the Emergency Plan for the Library that will be presented to the Trustees and the Director by the Millis Chief of Police later this summer.

**NEXT TRUSTEE MEETING-** The next meeting will be on 8/14/18 at 7 PM at the Millis Public Library.

A True Record