The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on August 14, 2018. Present were Trustee Chair Wendy Barry, Trustee Laura Satta and Director Kim Tolson. Trustee Jennifer Farrar was absent. The meeting was called to order at 7:00 PM by Ms. Barry.

**MOTION TO DEFER MINUTES** - from the June 2018 Trustee meeting made by Ms. Barry, seconded by Ms. Satta. The motion passed.

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

- Discussion of the budget: The building repairs line item was reported as 45% expended due to necessary recent HVAC repairs. The cost of building repairs is expected to exceed the budget allotment. Spending in all other categories is within the budget. The budget is attached for reference.
- Update on facilities: Following up on a previous discussion about installing an irrigation system, Ms. Tolson reported that she obtained a quote of $6,275 includes all work (including plumbing), permits, and materials, plus an additional yearly fee of $49 in spring and fall for turn-on and winterization. The Trustees approved of this plan and asked Ms. Tolson to move forward with a request to the Friends of the Millis Public Library for funding. Ms. Tolson said she would report back to the Trustees on this initiative. Ms. Tolson also discussed the recent HVAC problems and gave an update on the ceiling tiles she ordered. She also noted that she is waiting for a second quote on door repairs and will report back to the Trustees at the next meeting.
- Volunteers and Programming: Ms. Tolson updated the Trustees on upcoming teen initiatives, volunteers and programming. She discussed the success of the Summer Reading Program and the Library Crawl. She noted the increased presence of the MPL on Facebook and more effective advertising of programs by the staff.
- Upcoming Events: Ms. Tolson discussed upcoming technology initiatives and upcoming events.

**OLD/NEW BUSINESS** -

The Trustees then discussed with the Director:

- Upcoming SAT/ACT prep at the Library.
- The next Strategic Plan: initial ideas.
- Director Goals: follow-up for September.

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

A True Record