

**MILLIS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 18, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on September 18, 2018. Present were Trustee Chair Wendy Barry, Trustee Laura Satta, Trustee Jennifer Farrar and Director Kim Tolson. The meeting was called to order at 7:00 PM by Ms. Barry.

MOTION TO APPROVE THE MINUTES- from the July 9, 2018 and August 14, 2018 Trustee meetings made by Ms. Barry, seconded by Ms. Satta. The motion passed unanimously.

DIRECTOR'S REPORT- see attached report.

- Discussion of the budget: Ms. Tolson referred the Trustees to the meeting materials (see attached budget) and reviewed the line items with the Trustees.
- Update on facilities: Following up on a previous discussion about installation of 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 and that she obtained approval from the Friends of the Millis Public Library to cover these costs. Ms. Tolson said she would report back to the Trustees on this initiative. Ms. Tolson also gave an update on the Library Solar project. She stated that the new Solect meter was installed and started running on September 13th utilizing the recently installed solar panels. Ms. Tolson then discussed proposed repairs to the parking lot doors.
- Technology: Ms. Tolson stated that the Library Kindles were recently updated to include new popular titles. She discussed a new service called “Princh” for printing and gave an report on the Useful update on the library computers. She updated the Trustees on the newer version of Linux installed on the laptops and said she set up existing laptops so that now 14 are in circulation. Lastly, she noted that the Young Adult E-readers were updated with current software, new titles and some new chargers.
- Training: Ms. Tolson reported that the library staff will undergo training on CPR and the use of the defibrillator on November 1, 2018 by the Millis Fire Department. She also stated that she and Kim Borst will be attending ARIS Financial Report next month.
- Programs and Upcoming Events: Ms. Tolson discussed the popularity of the Giant Candy Land game borrowed by the library and of the “Tech Tuesday” initiative to offer free consultations on electronic devices. She then gave a description of the upcoming “Girls Who Code” program. She told the Trustees of a financial planning seminar to be offered by Middlesex Savings Bank early next year.

STRATEGIC PLAN Ms. Tolson reviewed the Strategic Plan summary (attached) . She stated that a Strategic plans set the goals and objectives that the library wants to focus on during a multi-year timeframe intended to help the institution move towards meeting its overall mission and vision. She

said she estimates 3-6 months of information gathering, analysis, and reflection that will involve all members of the community served by the library. The new plan will be a five year plan and will be submitted by the deadline Oct. 1, 2019 for FY 2021 – 2025. Ms. Tolson referred the Trustees to the Strategic Plan Timeline (attached). In response to a proposal from Ms. Tolson, Ms. Barry motioned for the Trustees to approve the engagement of an independent consultant in formulating the Strategic Plan. Ms. Satta seconded the motion. The motion was passed unanimously.

DIRECTOR'S GOALS

- Director's Goals for the date of hire through February 2019 were discussed.

OLD/NEW BUSINESS-

The Trustees then discussed with the Director:

- Book Buddies
- Grants
- Library Telescope dedication
- A patron complaint

NEXT TRUSTEE MEETING- The next meeting will be on 10/16/18 at 7 PM at the Millis Public Library.

A True Record