

**MILLIS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 23, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on October 23, 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 September 18, 2018 Trustee meeting made by Ms. Satta, seconded by Ms. Farrar. The motion passed. Ms. Barry abstained.

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 consulted with the Town Administrator and the Lead Volunteer who was involved in installing the Library landscaping. Ms. Tolson reported that the planting beds are drought tolerant. She discussed a possible rain water collection barrel for the use in watering them. She is working with The Town Energy Consultant on this initiative. Ms. Tolson then discussed recent repairs to the parking lot doors. She reported that the doors did not need to be replaced and the repairs are complete.
- Technology: Ms. Tolson stated that she is outlining a Technology Plan for the Library and plans to meet with a Information Systems and Communications Committee member of the Town of Millis to discuss it.
- Training: Ms. Tolson reported that in October Rebecca Appelbaum attended MLS's annual Teen Summit and Esther Davis attended "Create Lists" as part of their professional development.
- Programs and Upcoming Events: Ms. Tolson discussed recent programs and upcoming programming.

STRATEGIC PLAN Ms. Tolson directed the Trustees to the Strategic Plan consulting proposal by Hoadley Consultants (attached) included in the meeting materia . After a review of the proposal by the Trustees Ms. Satta motioned for the Trustees to approve 1) up to \$5,000 for the costs associated with writing the Strategic Plan and 2) the engagment of Hoadley Consultants, as an independent consultant, that will assist in the creation of the Strategic Plan as specified on the attached proposal. Ms. Farrar seconded the motion. The motion was passed unanimously.

Grants

- A grant was submitted for ukulele classes to the Millis Cultural Council.

Holiday Hours

- Upcoming closing times were discussed for holiday weeks.

NEXT TRUSTEE MEETING- The next meeting will be on 11/120/18 at 7:30 PM at the Millis Public Library.

A True Record

Jennifer Farrar