

**MILLIS PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 20, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on November 20, 2018. Present were Trustee Chair Wendy Barry, Trustee Laura Satta, Trustee Jennifer Farrar and Director Kim Tolson. The meeting was called to order at 7:30 PM by Ms. Barry.

**APPROVAL OF MINUTES-** Ms. Farrar motioned to approve the October 2018 minutes. Ms. Satta, seconded and the motion passed.

**CAPITAL PLANNING COMMITTEE-** Jonathon Barry, member of the Millis Capital Planning Committee joined the meeting. He discussed the purpose of the committee to plan for future town expenditures and make recommendations to prioritize requests for funds. A discussion ensued regarding potential future Library funding needs that will be outside of the regular Library operating budget. Ms. Barry stated that a technology audit and facilities audit would be appropriate to pursue for this purpose. Mr. Barry concluded his remarks and departed the meeting.

**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: Ms. Tolson gave an update on the hot water heater scheduled repair.. Ms. Tolson stated that the water fountain is not working and she is getting estimates to have it replaced with a water bottle filling station.
- Collections: Ms. Tolson discussed fees for Hoopla and options to reduce the expenses. She then update the Trustees regarding the reorganization of the Young Adult section into genres.
- Personel: Ms. Tolson reported two employees recently resigned. She will be interviewing for a new Archivist (to replace the grant funded position) and a additional on-call staff.
- Programs and Upcoming Events: Ms. Tolson discussed recent programs and upcoming programming.
- Millis Reads- Ms. Tolson reviewed an outline of Millis Reads goals, book selection and programming for 2019.
- Incident report- Ms. Tolson reviewed a recent report concerning middle school aged patrons' defacement of Library property. The report is attached.
- Action Plan- Ms. Tolson summarized the FY2020 document, which is attached.

**LIBRARY NOTARY-** Ms. Barry motioned to fund up to \$150 from State Aid to pay for application fees, notary stamp and other costs associated with having a member of the staff becoming a Notary. Ms. Farrar seconded the motion and it was pased unanimously.

**STAFF HOLIDAY PARTY-** Ms. Barry motioned to fund a luncheon for the staff in December 2018 from State Aid in the amount up to \$350. Ms. Farrar seconded the motion and it was unanimously passed.

**STRATEGIC PLAN UPDATE-** Ms. Tolson said she was going to meet with Hoadley Associates to assess facilities and operations. She will coordinate future dates for Planning Committee meetings and report back to the Trustees.

**NEXT TRUSTEE MEETING-** The next meeting will be on 12/11/18 at 7:30 PM at the Millis Public Library.

A True Record

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Jennifer Farrar