

**MILLIS PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 11, 2018**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on December 11, 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 postpone the approval of the November 2018 minutes to a later date. Ms. Satta, seconded and the motion passed.

**MUNICIPAL VUNERABILTY PREPAREDNESS PROGRAM (“MVP”)-** Robert Weiss, Millis Town Energy Manager joined the meeting. He discussed plans for a Climate Community Resilience Building Workshop to be held at the Library in January 2019. A discussion ensued regarding the Library’s potential role in a Town action plan. Mr. Weiss concluded his presentation 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 replacement. A discussion ensued regarding a facilities audit. Ms. Tolson undertook to discuss the proposition with the Town Administrator and update the Trustees.
- Collections: Ms. Tolson stated that new restreictions were put in place to reduce costs on Hoopla. She also discussed an estimate she received for an Ancestry.com subscription for library patrons. After a discussion it was agrred that the subscription was not a fit at this time.
- Personel: Ms. Tolson reported that a new on -call assistant was hired and going throught the Town approval process.
- Programs and Upcoming Events: Ms. Tolson discussed recent programs and upcoming programming.
- Book Sale Report- Ms. Tolson relayed the details of the Fall Booksale from the Friends of the Millis Public Library meeting. She stated that the next booksale will take place in the Spring of 2019.
- Incident report- Ms. Tolson reviewed a recent report concerning a disinvited guest trespassing at the Library. The report is attached.

**STRATEGIC PLAN UPDATE-** Ms. Tolson directed the Trustees to meeting materials to discuss potential focus group invitees as part of the Strategic Plan process. She said the first two Planning Committee meetings will be held in January/February 2019. She said that the staff focus group is scheduled for January 22, 2019.

**GRANTS**

- A grant was received for \$300 for the Girls Who Code program.

**NEXT TRUSTEE MEETING-** The next meeting will be on 1/7/19 at 7:30 PM at the Millis Public Library.

A True Record

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Jennifer Farrar