

**MILLIS PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 7, 2019**

The Trustees of the Millis Public Library met at 961 Main Street, Millis, MA on January 7, 2019. 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 December 2018 minutes to a later date. Ms. Satta, seconded and the motion passed.

**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. She said the budget is on track at the half-way mark of the year. She discuss the upcoming deadline for the 2020 budget.
- Update on facilities: Ms. Tolson gave an update on the the Energy Recovery Units for the HVAC system that was not turning on. She also said that Commercial Boiler came on 12/28 and replaced a belt and did other maintenance.
- Collections: Ms. Tolson stated that the Young Adult section is testing out genrefication.
- Personel: Ms. Tolson reported that a new on -call assistant that was hired is now trained. She also gave an update on Grants writing and Advanced cataloging training for certain employees.
- Programs and Upcoming Events: Ms. Tolson discussed recent programs including the extremely popular a capella concert and upcoming programming.
- Friends Report- Ms. Tolson said that Middlesex Savings bank gave a gift of \$10,000.

**STRATEGIC PLAN UPDATE-** Ms. Tolson 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 Health and Wellness Grant through the Board of Library Commissioners is being considered for submission.

**NEXT TRUSTEE MEETING-** The next meeting will be on 2/12/19 at 7:30 PM at the Millis Public Library.

A True Record

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Jennifer Farrar