

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Convened at 7:00 PM on Monday, December 12, 2016; Milton Public Library

Present: Trustees, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Andrea Gordan, Paul Hays, Kristine Hodlin, Kari McHugh, Frank Schroth

and Director, William Adamczyk.

Absent: Kari McHugh, Herb Voigt

Citizen's Speak: None

Approval of Agenda: Motion made by HCrichlow, RCzwakiel second. 5 in favor, one objection: FSchroth;

Secretary Report: Approval of November, 2016 minutes. Motion made by KHodlin, JFolcarelli seconded; Approved (unanimous) one abstention KM.

FSchroth notes that Milton Library has received notice of state aid information from Board of Library Commissioners totaling \$16,192.35. Letter given in

Treasurer's Report:

Approval of Report. Motion made by KHodlin, RCzwakiel seconded; Approved unanimous.

Director's Report:

Comprehensive Usage Report – November usage.

Topics of Note:

- Teen circulation is highest it has ever been under new leadership of Teen
- Digital use up again over previous year
- Adult event attendance down, low attendance to the musical event
- Wait list for many children's program
- Average attendance to programs down BUT number of programs offered, especially teen programs is UP resulting in lower average though attendance

Budget Review:

- Overall tracking fine, nothing to report
- No staffing updates
- Going to Personnel Board to present staffing needs for Library for FY17

Old Business

HR Report:

- Milton Library Survey draft completed and ready for approval.
- Milton Library Director 360 Survey completed and ready for approval
- 3rd party will be used to collect data from surveys
- Will be administered during the month of January and data could be available by February
- Motion to approve HCrichlow; Seconded by AGoron

Budget Revision

- Slight adjustments to FY16. Details included in documents. No change to bottom line.
- Moved to approve: KS, Second, RC

Board discussed the potential of an override and committed to sending a letter to the Selectmen to clearly document the Library Trustee's support for an override. Frank agrees to do so and Trustees pledge to increase conversations and focus on budget and potential override.

- Kidder Building – recommend review legal advice of status of building to inform action plan moving forward in regard to the future of the Kidder Building in meeting with the Selectmen. To discuss at future meeting.
- Turnaround – final stones in wall to be added to complete the project.
- Social Media – No update from the town on a policy in the town.
- Little Free Library – Recommend water proof labels to put on all libraries.

New Business –

- Recommendation for attendance of staff conference locally and one in GA. Motion to approve not exceed \$1,500 trip to conference out of state, RC Czwakiel, because not in operating fund; Second AGordon. Unanimous.
- Storm Water Fees will be expected to be about \$1,000 and Will is committed to identifying saving in FY16.
- Recommend review funding source for staff gifts in future. Motion KHodlin to approve gift for staff, second by J Folcarelli. Unanimous.

Committee Reports:

- Library Foundation to report how well the house fundraising parties performed. Annual report out.
- Budget committee to meet with the Warrant Committee on 1/11/17.
- Kidder painting restorers identified. Will come to look at painting in Jan. and will then place bid on the work.

Motion made to adjourn: HCrichlow; AGordon second; approved (unanimous)

Next meetings January 9, 2017.