

**BOARD OF LIBRARY TRUSTEES MEETING MINUTES**  
**Monday, July 11, 2016**

**7:00pm.**  
**Trustees Room**

Present Trustees, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Andrea Gordon, Kristin Hodlin, Frank Schroth, Herb Voigt. Also present Director William Adamczyk.

Absent: Paul Hayes, Kari McHugh.

**Approval of Agenda:**

Trustees voted and approved Agenda.

**Citizens Speaks:** None.

**Secretaries Report:** None

**Approval of Minutes:**

Motion made by Hyacinth Crichlow and seconded by Andrea Gordon to approve the Minutes. Trustees voted unanimously to approve the Minutes of June 13, 2016.

**Treasurer's Report:**

Treasurer John Folcarelli stated that there were no big changes to the Treasurer's Report from the past Trustees meeting which included the representatives from Bartholomew Investment firm.

Andrea Gordon did have a question about the Bartholomew's report from the past meeting, which he cleared up.

**Motion to accept Treasurer's Report:**

Motion was made to accept the Treasurer's Report by Herb Voigt and seconded by Ray Czwakiel. Trustees voted unanimously to approve the Treasurer's Report.

**Directors Report:**

Usage:

Director William Adamczyk reported that due to a major network issue all of the usual OCLN generated reports were delayed; therefore he did not have all of the OCLN report.

The day after July 4<sup>th</sup> was very busy.

As of the beginning of the Trustees meeting, 1700 children had signed up for the summer reading program. Members of the Milton Rotary Club, which is one of the sponsors, were in attendance at the kick off where strawberries and cream was served to the children and adults.

Print Circulation was down, but is trending back up. E Books up 35% over last years report. Teen Circulation is up significantly for the first time.

June programs are right where they are suppose to be.

On Staff:

He stated that Teen Librarian Lilly Sundell-Thomas with much regret gave her notice, but will work on a few Saturdays if need be. He is looking for replacements and has 5 candidates, one of which will be referred to Personnel by the August meeting.

Building:

HVAC system continues to be monitored.

He is training and updating staffs with the new website.

Budget fiscal year ended June 30<sup>th</sup>.

Will also discussed the transfer of \$15,000.00 for materials and that he has not received bills for electrical but everything will come in and hope to use less electricity this year.

### **Committee /Liaison Reports:**

Foundation:

Herb Voigt President of the Library Foundation gave a report and made a suggestion that we talk to the Friends about museum passes. The Foundation would like to help, could be something for the Triangle Committee. The Foundation of the Library gave Director William \$9,000 for Teen Room improvements and Herb spoke on the \$40,000 for the Website. Hyacinth Crichlow who is also trustee liaison to the Foundation reiterated.

Art Committee:

Herb updated trustees on the Kidder Portrait.

The Nathaniel Kidder portrait the property of the Massachusetts Horticultural Society is on loan to the library for a 10-year period. It is in need of cleaning and repair. The trustees of the Library had offered to purchase the portrait but the Society reluctantly declines such offer.

Trustees asked that the Horticultural Society consider a new loan of the portrait to the Milton Public Library for an additional 25years loan, in addition they ask permission to photograph the portrait for two purposes.

- 1) To use it in a catalogue they are preparing of all of the Art in the Library's Collection, and 2) to use the photo in grant proposals they are considering applying to restore the portrait and frame, both of which are in need of considerable clean/repair. There was also a discussion on the Mirror, which was donated to the Library by the Women's Club, they should have it hung and in future move the other portraits around for viewing.

Capital Committee:

John Folcarelli liaison member of the Capital Committee said there has not been much action by that committee and they have not met in a long time.

Budget Committee:

There was a discussion on donor recognition acknowledging donors and sponsors. The Library Foundation Board would ask the Selectmen to make October, the Milton Public Library, Library Month.

### **Old Business**

Parking Lot Turnaround update: Director Will is working with the BETA group on a RFP to be posted by September and is hoping it will be done by Fall, to coincide with October Library Month. The funds for the parking lot turnaround were received from the State.

### **Little Free Libraries**

Trustee Andrea Gordon who was instrumental in organizing the little Free Libraries gave her report that they were all built; one was installed at Cunningham the others were at the DPW and Park Department until they make it to their designated site. The Friends of the Library will serve them.

### **Bereavement policy/procedure discussion:**

A motion was made by Herb Voigt and seconded by Ray Czwakiel to allocate funds in the amount of \$150.00 to purchase books in memory of Rick Dunn, deceased husband of staff librarian Diane Dunn. Trustees voted unanimously to approve this motion.

### **Sunday Hours discussion:**

No changes there.

### **Other:**

None:

### **New Business:**

Board social media policy/ procedure:  
Tabled.

Future Meeting dates: September 12, 2016, October 17, 2016, November 14, 2016, December 12, 2016.

There was a roll call vote to end the regular meeting at 9:00pm to enter into Executive session for the sole reason to discuss the Directors evaluation.

Hyacinth Crichlow,

Yes

Raymond Czwakiel

Yes

John Folcarelli

Yes

Andrea Gordon

Yes

Kristine Hodlin

Yes

Frank Schroth

Yes

Herb Voigt

Yes

Minutes Recorded and Submitted by Hyacinth Crichlow