

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

July 10, 2017 - 7:00pm (at Milton Public Library (“MPL”))

**Present:** Trustees Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli (Chairperson), Andrea Gordon, Paul Hays, Kristine Hodlin, and Herb Voigt; Library Director, William Adamczyk.

**Absent:** Trustees Kari McHugh and Sindu Meier.

**Citizens Speak:** No citizens present.

**Approval of Agenda:** Chairperson John Folcarelli presented the meeting agenda, which was unanimously approved.

**Secretary’s Report:** June 5, 2017 meeting minutes submitted for approval. Motion made by Hyacinth Crichlow and seconded by Kristine Hodlin to approve said minutes.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

**Treasurer’s Report:** Treasurer’s Report submitted for approval. Motion made by Kristine Hodlin and seconded by Herb Voigt to approve said report.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

John Folcarelli recommended that the \$50,000 gift from the Pierce family be deposited into a separate account in order to facilitate management and use of the funds. Herb Voigt moved to approve the establishment of a Pierce Trust account and the deposit of the gift proceeds into the account. After a brief discussion, Paul Hays seconded the motion.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

**Director’s Report:** Will Adamczyk provided monthly statistics, a financial update, and a summary of current library issues. Items discussed included the continued strong patron usage of digital materials, the selection of Ms. Sara Truog to serve as Assistant Director, and the hiring process being pursued in hiring a new Administrative Assistant, Technology/Reference Librarian and Children’s Librarian. Mr. Adamczyk will hold a library staff meeting to discuss the staff transitions. He also informed us of his new role as President-elect of the Massachusetts Library Association (MLA).

**Old Business:** The Town Override passed and Mr. Adamczyk has taken action to ensure summer Saturday staffing and the hiring of a Technology/Reference Librarian.

After exploring several funding options with the help of Police Chief King, Town Administrator Michael Dennehy and Consolidated Facilities Manager Bill Ritchie, Mr. Adamczyk determined that the MPL would be best served by using state aid funds to overhaul and update the MPL’s security camera system. The trustees support this expenditure decision.

Mr. Adamczyk supplied cost estimates to Ms. Nancy O’Mara’s re her proposal to donate a bench to the MPL to honor Catherine Molloy, a former MPL Trustee.

Mr. Adamczyk shared Mr. Ritchie’s most recent assessment of preventative maintenance work required at the Kidder Building, including ramp repair (~\$7,500), concrete step repair (~\$18,000-\$40,000) and side entranceway window repair/replacement (awaiting quotes).

**New Business:** None.

**Committee Reports:**

Personnel Committee: The Directors Evaluation will be finalized in Executive Session prior to the conclusion of this meeting.

At 8:10 pm, Will Adamczyk departed and Paul Hays motioned that the trustees go into Executive Session to discuss personnel matters. Herb Voigt seconded the motion, and the trustees voted unanimously to enter Executive Session.

After discussing said personnel matters, the trustees exited Executive Session at 8:19 pm.

**Proposed meeting Dates and Times:** Monday September 11, October 16, November 13 and December 11, 2017, each at 7:00pm.

A motion to adjourn the meeting was made by Hyacinth Crichlow and seconded by Andrea Gordon.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining, and the meeting adjourned at 8:20 pm.

Respectfully Submitted,

Raymond P. Czwakiel  
Acting Secretary