

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

October 15, 2018 - 7:00pm (at Milton Public Library (“MPL”))

Present: Trustees John Folcarelli (Chairperson), Paul Hays, Hyacinth Crichlow, Chiara Frenquellucci, Philip Driscoll, Raymond Czwakiel, Kari McHugh, Sindu Meier, and Library Director, William Adamczyk

Absent: Kristine Hodlin

Approval of Agenda: Sindu Meier presented the meeting agenda. Motion made by R. Czwakiel to approve the agenda and P. Driscoll seconded the motion which was unanimously approved.

Citizens Speak: NA

Secretary’s Report: July 2018 meeting minutes submitted for approval. P. Driscoll made the motion to approve the minutes. C. Frenquellucci seconded the motion which was unanimously approved.

Treasurer’s Report: See attached. P. Driscoll made the motion to approve the revised minutes. R. Czwakiel seconded the motion which was unanimously approved.

Bartholemew will attend the November 2018 Meeting to review investments. Trust Fund Committee to meet in advance to review selection of funds policy.

Will reviewed Annual Report 2018 Draft. Town advised the MPL to increase budget by 3% maximum for general items and 5% for utilities. Kari McHugh made the motion to approve the minutes. H. Crichlow seconded the motion which was unanimously approved.

Capital Fund requests – upstairs carpets, HVAC controls upgrades, lock replacement and Reedsdale Parking lot and new toilets.

R. Czwakiel made the motion to approve the revised minutes. P. Driscoll seconded the motion which was unanimously approved.

Study Carrels and Rooms – Should we develop a protocol for usage and duration? Tutors will be encouraged to use the level 1 spaces.

MBLC FY 2020 Action Plan reviewed. MBLC approved the Action Plan in early October.

Kidder Building Update:

Discovery House lease extended to August 31, 2019 and renewed with 5% increase. Tenants are reviewing it and will sign in October.

John Flynn is reviewing the Kidder RFP.

William Adamczyk and John Folcarelli presented the Article to the Warrant Committee.

The following week the Warrant Committee voted it down.

10/18 Town Meeting Prep. K. Hodlin to update the PPT

11/19 at next trustees meeting. Trustees will also hold a 6:30 pm public forum for Kidder.

Library Building Committee: took the 3 votes

1. \$80,000 for flooring
2. \$200,000 transfer to Trustees Funds
3. Dissolve the committee

The Library Foundation Committee will be honored at the 2018 Library Foundation Gala. Library Gala committee produced a short video. Their Fund a Need will be the Children's Room when users would prefer less technology.

Director's Report: Will Adamczyk provided monthly statistics.

MPL has online NYT. The total circulation went up 5%.

20% use digital media

Tracking Physical use of library – 55% Children and 45% Adults.

Moisture Test for new flooring – Bill Richie performed it.

Replaced fencing in Parking Lot.

10th Anniversary Committee – H. Crichlow and K. Hodlin on the committee. Next meeting will be 10__ at 4:30pm

The MLA will have a symposium in Milton on 10/18/18 from 10-4pm.

W. Adamczyk is the president of New England Library Association and gave the Keynote State of the State for Mass libraries speech. New England Library Association.

IT committee will review the upcoming needs for the library.

There have been some minor thefts in the library. W. Adamczyk spoke with the person who was responsible.

\$500 Library Donation from M. Gourman

Door Access project will cost about \$110K . It is preferred to do the project in one year. We would like to start Jan 2019.

Committee Liaison Report – Jane Austen Tea Party, Annual Gala (10/17/18) and reopening of the Friends Book store.

Trust Fund meeting scheduled for 10/19/18.

Staff Brainstorming event is taking place on 11/1/18 at 10 am

Future Library Trustees Meetings:

November 19, 2018 7pm

December 10, 2018

Town Meeting October 22, 2018 – two nights

New Business Topics:

Parking lot, spending the trust fund, board games and rentable lap tops.

The motion to adjourn the meeting **Passed**, with unanimously, and the meeting adjourned at 9pm.

Respectfully Submitted,

Sindu Meier

Recording Secretary