

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

September 11, 2017 - 7:00pm (at Milton Public Library (“MPL”))

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

Absent: Trustees Kari McHugh and Kristine Hodlin.

Citizens Speak: No citizens present.

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

Secretary’s Report: July 10, 2017 meeting minutes submitted for approval. Motion made by Herb Voigt and seconded by Paul Hays to approve said minutes.

The motion **Passed**, with Seven (8) 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 Ray Czwakiel and seconded by Andrea Gordon to approve said report.

The motion **Passed**, with Seven (8) 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.

New Hires:

Jan Parr replaced Hilda as the administrative assistant

Sara Truog started as the Assistant director in Jul 2017.

Chris Callaghan is the new IT Reference librarian

Jen Struzziero is the new Children’s Librarian.

Building and Grounds –

Upgrading the camera system. MPL contracted with BCM to switch cameras from analog to digital and add a couple of camera.

Upgrading both the Keys and Conference room through the Foundation grant.

MPL received an \$8,500 grant from LSTA grant

This year’s MPL foundation gala will have Space Planning as the theme.

W. Adamczyk is receiving pricing to upgrade the HW/Software for the security system to match the DPW system.

W. Adamczyk will present a budget to the Board in October for Approval in November.

The budget is due to Town Hall on November 15, 2017.

The Town Budget will then go to the Warrant Commission.

The library is asking for 3 upgrades in the Capital Plan

1. Lower Level flooring replacement

2. Reedsdale Road parking lot
3. Door Hardware – security

OCNLN online payment has increased the collection of overdue fines.

Old Business:

W. Adamczyk sent around Annual Town Report library text. The boards should send notes to John and Will.

New Business:

- A. Gordon can the trustees room be used by others? Not without supervision.
- B. Veteran’s Day Holiday. Motion to keep the building closed on Friday and Saturday. Motion made by Ray Czwakiel and seconded by Herb Voigt to approve said motion. W. Adamczyk to modify union contract to include language about Holidays that land on Saturdays and Sunday.
- C. Read Away Fines – W. Adamczyk to propose ideas that focus on younger readers and short time span and correlates with Milton Reads.
- D. MBLC action Plan – Trustees to review for October meeting
- E. Hyacinth requested a reimbursement for attending a dinner in Hyannis for the Bartholomew class for Municipal volunteers and employees. Motion made by John Focarelli and seconded by Andrea Gordon to approve said motion.
- F. S. Meier asked about the second flag under the US flag and its significance. John Driscoll donates the landscaping and puts up a seasonal flag. The current flag is for Memorial Day. It will be changed with the seasons.
- G. Passport Services in the Library. W. Adamczyk will check what other libraries do about providing this service including Cumberland, ME where this service is provided.
- H. W. Adamczyk proposed that in future meetings we discuss in more depth one topic – i.e. Budget , Kidder, Parking Lot, Space Planning.
- I. The Milton Foundation is considering a Writer in Residence program.

Committee Reports:

Art Committee: The Kidder painting will be returned to the MPL next Thursday. The groups would like to have an unveiling celebration. Date TBD. Maybe tie it to Kidder’s birthday/death.

Trustee’s Liaison: Herb and Will Adamczyk will attend.

Building and Grounds: S. Meier to give Will Adamczyk times to walk the Kidder Building.

Proposed meeting Dates and Times: Monday October 16, November 13 and December 11, 2017, each at 7:00pm. At 8:40 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 8:50 pm.

A motion to adjourn the meeting was made by xx and seconded by xx

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining, and the meeting adjourned at 8:55 pm.

Respectfully Submitted,

Sindu Meier
Acting Secretary