

## **BOARD OF LIBRARY TRUSTEES MEETING MINUTES**

*Convened at 7:00 PM on Monday, November 14, 2016; Milton Public Library*

Present: Trustees, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Andrea Gordon, Paul Hays, Kari McHugh, Kristine Hodlin, Herb Voigt and Director, William Adamczyk.

Absent: Frank Schroth.

**Approval of Agenda:** Motion made by Herb Voigt; Kari McHugh seconded; approved (Unanimous).

**Citizen's Speak:** None

**Secretary's Report:** Motion to approve minutes Oct. 17, 2016 : Motion made by Hyacinth Crichlow; Kari McHugh seconded; approved; 2 abstentions (Gordon, Hodlin)

**Treasurer's Report:**

•Motion to approve report dated Nov. 14, 2016 by Herb Voigt, seconded by Ray Czwakiel; approved (unanimous)

**Staff Update: Magda Cupidon**

- Magda joined the meeting and shared some of the programs she has implemented and some ideas she has for the future
- She started a Teen Advisory Board to provide input to teen programs and services

**Director's Report:**

Comprehensive Usage Report provided – October usage.

Topics of Note:

- Digital Circulation continues to increase and is 10% of total circulation
- Hoopla is much easier to use than previous service; customers have no wait
- Teen circulation is up 4%

Budget Review:

- Budget is on target, however the report does not reflect all activities posted to date

Building & Grounds:

- Meter reading on water usage identified a much higher usage in one building and much higher than expected; Will is researching with the Facilities department.
- Will met with Milton Academy to discuss their AV usage (some may apply to MPL)

### **Old Business:**

- Discussion of FY18 contingent and non-contingent budgets. Motion made to approve contingent budget \$1.6m and non-contingent \$1.39m by Kristine Hodlin, seconded by Herb Voigt was approved unanimously.
- Motion to accept MBLC action plan by Kristine Hodlin, seconded by Ray Czawakiel was approved unanimously. Will to involve members of the Long Range plan committee to update the plan next year.
- Director's Evaluation – Personnel committee met to create questions for the survey to invite community input on programs, services, library leadership. Survey will be presented in December for vote.
- Bereavement policy - discussion led to consensus to maintain a bereavement procedure, not a formal policy. Motion to allocate \$150 from the Library's Materials Budget for the purchase of items in memory of Dean Mahon by Herb Voigt and seconded by Ray Czawakiel was approved unanimously.
- Social Media Policy - waiting update from town for more discussion
- Art Inventory Project update - committee is looking at what program captures 'metadata' and best way to maintain information in database.
- Little Free Libraries - Globe article on libraries in Milton was great. Will and Frank are working on signs for little libraries. Suggestion was made to register our libraries with the 'Little Free Library' site.

### **New Business:**

- Andrea Gordon asked about putting a link for the Congregation Beth Shalom Library on the MPL site; Will was happy to oblige. Will also agreed to send information about online catalogs that can be used by Temple library.
- Holiday party is on Dec. 4 at Abbey Park

### **Committee Reports**

Reports given; points of note:

- Milton Library Foundation parties in progress; \$60k raised so far with many more scheduled
- Capital Committee meeting this week to discuss requests; MPL submitted repair of the Keyes Room floor as capital expense

Motion made to adjourn: Herb Voigt; Kristine Hodlin seconded; approved (unanimous)

Next meetings December 12, 2016 and January 9, 2017