

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

*Convened at 7:00 PM on Monday, June 13, 2016; Milton Public Library*

Present: Trustees, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Andrea Gordon, Paul Hays, Kristine Hodlin, Kari McHugh, Herb Voigt, Frank Schroth

and Director, William Adamczyk.

Absent: Frank Schroth, John Folcarelli.

**Approval of Agenda:** Motion made by AG, HC seconded; Approved (Unanimous).

**Presentation of Stackpole Scholarships to recipients.**

**Citizen's Speak:** None

**Secretary Report:**

- Approval of May 9, 2016 Minutes. Motion made by HC, HV seconded; Approved with one abstention, KM.

**Treasurer's Report:**

- Approval of April Treasurer's Report. Motion made by RC, KH seconded; Approved (Unanimous).
- Bartholomew Investment Report – Josh Paul. Portfolio Review handed out and reviewed. Trustees seek updated suggested formulas for spending and saving of funds, interest and/or realized gains (Oakland and Kidder). To be voted on in future meeting by John as part of his Treasure's Report. Josh offers to return to speak to formulas as the pleasure of the Trustees.

**Director's Report:**

Comprehensive Usage Report.

Topics of Note:

- New staff contract parameters have been approved by the Town of Milton
- Building – long term development of plan to repair HVAC directly over the main circulation desk. Details to follow.
- New website up for a month, working well.

-- Motion made for Transfer of Library Funds: \$15,000 from salary and wage line to the Library general expense line for Books and Materials. Motion made by KS; HC seconded.

Discussion: initially addressed the cost of Sunday usage to be included in future meeting in preparation for next FY budget.

Approved (Unanimous).

## **Committee Reports**

Reports given; points of note:

- Budget Committee working to develop summary document of budget lines and funds to serve as reference for Trustees to support future work of committee.
- Committee assignments updated: Kari McHugh added to Personnel and Triangle and Andrea Gordon added to Buildings and Grounds. Motion was made RC, HV seconded; Approved (Unanimous).

Old Business –

- Turnaround Update – plans have been reviewed. Plans will soon be completed and put out to bid for work to begin this summer.
- Director’s Evaluation – Motion made to accept draft of Director Evaluation as final draft to be implemented during FY 17. Motion made by HC, KM seconded; Approved (Unanimous).
- Little Free Libraries are near complete. Six to be finished by Blue Hill Technical School this month and installed over summer.

New Business –

- General discussion possibility of having 3-D printer. Possible programs of 3-D printer brought to library in fall; in general, in order to increase any programming must increase staff to oversee and monitor programming. The high school has a printer, will suggest opportunity to involve it in a presentation or demonstration at the library in the fall.
- Discussion: Funds allocation for FY 2016. Motion: \$1,200 in total taken from Oakland and Kidder for FY 2016 to purchase books and materials. Motion, HV; seconded RC. Discussion. Approved (unanimous).

Upcoming meetings confirmed for 7/11.

Motion to go into executive session to review final version of Director’s Evaluation, HC; seconded KH. Approved, voice vote of all trustees occurred, (unanimous vote).

## **Executive Session**

Motion made to exit of Executive Session: KH; Second HC, Voice vote of all trustees occurred to go out of Executive Session. Approved (unanimous vote).

Motion was made to close June Trustee Meeting HC; second AG. Approved (unanimous vote).