

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

September 14, 2015 – 7:00 PM

Milton Public Library

Present: Trustees Elizabeth Alvarez, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Paul Hays, Kristine Hodlin, Frank Schroth, and Director William Adamczyk.

Absent: Andrea Gordon and Herb Voigt

Approval of Agenda: Approved (Unanimous).

Citizen's Speak:

Pastor Shelly Davis, East Congregational Church, UCC, and Holly Myers presented their program "Reading Changes Lives" to promote literacy and cultural diversity in the community. Their plans include the dedication of a Little Free Library (October 3) and the adoption of a Hyde Park School in order to refresh their school library. A discussion followed concerning mutual efforts to create "literacy friendly neighborhoods."

Secretary's Report:

Discussion was held concerning the recording minutes according to the Massachusetts Public Library guidelines.

Motion to approve July 13, 2015 meeting minutes. Approved (Unanimous). One abstention (R.Czwakiel).

Treasurer's Report:

Motion to approve July/August Treasurer's Report. Approved (Unanimous).

Investment Policy discussion postponed until after subcommittee meeting.

Director's Report:

Director Will Adamczyk reported on:

a. Statistics: Presentation of circulation statistics included Summer Reading Program, ebooks, and forecasts for DVDs and CDs. Discussion was held concerning the use of statistics as a measure of success. The library as a community center and the attendance at children's programs is measurably significant and merits an increase in personnel for program and service needs.

b. Budget: Discussion was held concerning best approximation of budget standings yet to be verified by the Town of Milton.

c. Staffing: Two new part-time hires were made in the Children's Room and Circulation: Liddy Sutter and Jim Palmer.

d. Building: Limited affordable repairs were made by Consolidated Facilities and regular maintenance continues. A discussion was held concerning solar panels and bonding.

Motion made to accept Director's Report. Approved (Unanimous).

Committee/Liaison Reports:

Trustee Hyacinth Critchlow reported for the Milton Library Foundation on the donations and auction items for the upcoming Library Gala. With a Trustee as a voting member of the Foundation, it fulfills IRS requirements for non-profit status.

Motion made (F. Schroth) and seconded (P. Hays) to close the Library at 5:00 PM on October 22 so that the Staff can attend the Library Gala. Approved (Unanimous)

Long Range Planning update:

The goal for the Long Range Plan is to be approved in October and submitted by November 1. The LRP is designed to be updated annually to meet changing needs (ie technology and the library as a community center.) Trustee Elizabeth Alvarez will distribute feedback from October LRP meeting (October 8) before October Trustee meeting. (October 13.)

Naming/Gift Policy:

Discussion was held concerning creating a list of acceptable naming opportunities separate from policy. Rewording of policy will include 1.: "in good faith, ultimately at the Library's discretion."

Motion made (J. Folcarelli) and seconded (R. Czwakiel) to accept Naming and Gift policy with approved changes.

Approved (Unanimous).

Kidder Lease:

A new lease will be needed by the end of November.

Town Annual Report for FY15:

Motion made (E. Alvarez) and seconded (F. Schroth) to accept Chair's Report with approved changes.

Approved (Unanimous).

FY17 Budget update:

Discussion held concerning a contingent budget versus non-contingent (level dollar) budget. Trustees discussed drafting a letter to the Board of Selectmen for transparency in budget discussions, especially concerning a potential override.

Motion made (E. Alvarez) and seconded (F. Schroth) to submit FY17 Budget. Approved (Unanimous).

Five Year Financial Forecast:

Motion made (R. Czwakiel) and seconded (P. Hays) to approve Five Year Forecast. Approved (Unanimous).

Capital Needs Request for FY17:

The Technology Refresh is the only item on the Capital Needs Request FY17.

Motion made (H. Critchlow) and seconded (F. Schroth) to approve Capital Needs Request for Tech Refresh.

Approved (Unanimous).

Proposed meeting Dates and Times: October 13, November 9, December 14

Motion to adjourn: (Unanimous).

Respectfully Submitted,

Elizabeth Alvarez

Secretary