

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Convened at 7:08PM on Tuesday, October 13, 2015

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

Absent: Elizabeth Alvarez

Approval of Agenda: Approved (Unanimous).

Citizen's Speak: None

Secretary's Report: Approval of September 14, 2015 meeting minutes: Approved (Unanimous).

Treasurer's Report: Approval of September Treasurer's Report: Approved (Unanimous). Bartholomew will be invited to attend November's session.

Library Staff Report from Jean Hlady: Ms. Hlady, the Adult Services Librarian, provided the trustees with a status update and review of current programs and activities. The Adult Services Librarian manages library programs including speakers and entertainers, the Wotiz Gallery exhibits, the "Library at Your Doorstep" program, and publicity for events.

The Wotiz gallery showcases the work of a wide and diverse group of artists. Shows typically hang for a month. Currently the space is booked for the coming 18 months.

Hlady said that she would like to see more engagement in the Library at your Doorstep program which provides library materials to homebound patrons. There are currently about 25 -30 users signed up for the service. Volunteers deliver the materials which have no fines or due dates.

Programs which Hlady manages also include ongoing services. She called out in particular Ronnie Noland, the Job Doctor, who provides career counseling services free of charge. Ms. Noland has met with 54 job seekers between April and September. Trustee Czwakiel suggested acknowledging her service. A motion was made by Czwakiel and seconded by Voigt to give a \$50 gift card and bouquet to thank her for her service. The motion passed unanimously.

Other highlights from Ms. Hlady included but were not limited to the success of the director's book club, annual events such as the Downton Tea and Story Slam, and the increase in attendance and musical events (1495 in 2013; estimated attendance for 2015 expected ~2500)

Director's Report: Director Will Adamczyk updated the board on patron usage, changes in the budget, staffing, and building issues. Items included:

- the trend in increased use of e-books continues upward
- OCLN is looking to review the notion of local holds which could have net effect of increasing overall usage throughout network
- We experienced some IT issues as a result of changes in software at Town Hall. Staff had not been informed and change took place during business hours.
- Library took receipt of 10 new iPads

Amounts contributed to revolving funds through library fines is decreasing.

Committee Reports

- The library gala is will take place on Oct 22. The online auction commences on 10/15.
- The Friends are making a concerted effort at attracting new members
- The Milton Reads committee is continuing to evaluate selections. A short list of books will be out to the community soon. Public voting will determine the selection that will be presented to the public in March 2016

Old Business

Long Range Plan - a motion was made and seconded to approve the Library's Long Range Plan for FY17-FY21. The motion passed unanimously.

Budget subcommittee - some corrections were made to the budget by Director Adamczyk with regard to increases due to longevity. A motion was made (Schroth) and seconded (Gordon) to approve the revised budget. The motion passed unanimously. In addition a motion was made and seconded to approve contingent and non-contingent budgets as requested by Town Hall and prepared by Director Adamczyk. The motion passed unanimously.

Little Free Libraries - Andrea Gordon gave an update on discussions with Parks & Rec as well as Blue Hills Technical High School (BHTHS). The Park Commissioners have agreed to allow for Little Free Libraries at 6 locations through town. Students at BHTHS will construct the libraries at cost. A motion was made (Gordon) and seconded (Voigt) for BHTHS to construct 6 little free library containers to be placed on parks in Milton at a cost not to exceed \$1200