

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Convened at 7:00 PM on Monday, October 17, 2016; Milton Public Library

Present: Trustees, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Paul Hays, Kari McHugh, Frank Schroth and Director, William Adamczyk.

Absent: Andrea Gordon, Kristin Hodlin, Herb Voigt.

Approval of Agenda: Motion made by Hyacinth Crichlow; Raymond Czwakiel seconded; approved (Unanimous).

Citizen's Speak: None

Secretary Report: Approval of July, 2016 minutes. Motion made by Hyacinth Crichlow, John Folcarelli seconded; Approved (unanimous) one abstention Kari McHugh.

Treasurer's Report:

- Changes to be made to statement for clarification: Blue Hills Regional Tech and the Beta Group outstanding checks; Director Adamczyk to make edits.
- Motion to approve October Report: Raymond Czwakiel; Second: Paul Hays; approved (unanimous)
- Discussion of policies to guide investment, Chair and Treasurer will continue working on the topic with report to Board at next meeting

Director's Report:

Comprehensive Usage Report – September usage.

Topics of Note:

- Digital Circulation continues to increase and is 10% of total circulation
- Hoopla is now offered
- Children Program Attendance continues to rise; adult programing remains low; teen programing to increase as new teen coordinator just came on-board.
- Discussion on what to do about very low adult programming attendance, attendance higher than 2015 but will not surpass high of 2013 – less than 20% of the Children's Attendance
- New Website up and averaging over 10,000 sessions for the past several months.

Budget Review:

- Electricity cost is covered in budget and continues to rise while actual use decreases.

Review FY16

- Reviewed final notes as FY16 was officially closed by the Town.
- New furniture has been installed in Teen Library.

Old Business:

- The Library Director's Goals were reviewed. A motion was made to accept the goals Hyacinth Crichlow; seconded by Raymond Czwakiel; approved (unanimous).
- Turnaround Update – construction is underway, to be completed within 60 days
- Bereavement policy and social media policy conversation postponed until more board members present.

New Business:

- Reviewed contingent and non-contingent 2018 salary budgets. Motion made to approve Raymond Czwakiel; second Hyacinth Crichlow; approved (Unanimous)
- Reviewed Five Year Financial Forecast FY18-FY22. Motion to accept Raymond Czwakiel; second John Folcarelli; approved (Unanimous).
- Received copy of FY 18 overall budget to review at next Board Meeting.
- Review strategic plan and new short-term action plan to address items met or not met to turn into state to meet compliance.
- No other new business

Committee Reports

Reports given; points of note:

- Milton Library Foundation parties have begun

Motion made to go into executive session; approved (unanimous).

Motion made to exit executive session; approved (unanimous).

Motion made to adjourn: Raymond Czwakiel; Paul Hays second; approved (unanimous)

Next meetings November 14, 2016 and December 12, 2016.