

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday, April 11, 2016

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

Absent: Herb Voigt

Approval of Agenda: Approved (Unanimous).

Site Visit to Kidder Building on 101 Blue Hills Parkway

Secretary's Report:

Approval of March 14, 2016 meeting minutes: Motion to approve (R. Czwakiel) and seconded (A. Gordon.) One abstention (F. Schroth.) Approved.

Treasurer's Report:

Approval of March Treasurer's Report: Motion to approve (A. Gordon) and seconded (H. Crichlow.) Approved (Unanimous).

Treasurer John Folcarelli has upcoming meeting with Bartholomew.

Withdrawal amount for books to be identified for next meeting. (\$2500?)

Director's Report:

Director Will Adamczyk reported on statistics, budget, staffing, and building:

While overall circulation is down, e-content continues to rise, approaching 10%, an all-time high.

Investigating details of circulation will be employed regarding future action.

Personnel and book budget on target. Tech is in the works.

Union negotiations have begun; forming response to Union requests.

Twenty applicants have applied for the open position - ten interviews were conducted. Meeting with Personnel Board in upcoming week regarding pending offer (made and accepted.)

New website, via Jack Rabbit, will hopefully be live by the summer.

Building issues to be tackled: repairing/replacing automated window shades and replacing floor mats.

Committee/Liaison Reports:

The Trustees reviewed meetings of the Friends and Foundation, Milton Reads, Art Committee and Capital Committee.

Milton Reads selection, "Dead Wake" is a great success. Lots of interest and high attendance.

Ongoing consideration of the repair of the Kidder portrait frame includes conversations with John Cronin of the Horticultural Society and the terms of renovations thereby.

The Milton Womens' Club grant, earmarked for the digitizing of Library art materials, could possibly include hiring a project oriented intern to lead the work?

The Capital Committee requests calendar for annual requests/deadlines.

Old Business:

Motion made to allocate \$13,500 from the Building Fund intended for base plan, survey, design concepts, and presentation and modifications by the landscaping engineering firm, Beta Group, in order to create new parking lot (H. Crichlow) and seconded (A. Gordon.) Approved (Unanimous.)

Paul Hays presents draft of Director's evaluation which includes connections to the LRP, monthly datareports, and anonymous feedback from the community. A neutral third party was identified to collate and distribute anonymous information. Work on the draft is ongoing and open to input.

Motion made to award \$500 each to two (2) library pages from the Stackpole Scholarship fund (H. Crichlow) and seconded (F. Schroth.) One abstention (R. Czwakiel.) Approved (Unanimous.)

Boys Scouts have been recruited to paint Little Free Libraries. Invitations to Girl Scouts and Art groups are pending.

Funds have arrived from the State Aid FY16 disbursement.

Director Adamczyk shares the MBLC State Aid update from March 16, 2016. He does support the approved change that would calculate the MAR without including municipally appropriated revolving funds, but does not support including part of the cost of upgrading computer hardware as a material expenditure.

Plans for a new Library Logo to be discussed with Mercedes Harris.

New Business:

Motion made to support the Warrant Committee proposal to reduce the library's withdrawal limit from 85K to 65K starting in FY17 (F. Schroth) and seconded (R. Czwakiel.) Approved (Unanimous.)

Proposed meeting Dates and Times: May 2, 2016; May 9, 2016; June 13, 2016; July 11, 2016.

Motion to adjourn made (H. Crichlow) and seconded (F. Schroth.) Approved (Unanimous).

Respectfully Submitted,

Elizabeth Alvarez

Secretary