

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

January 12, 2015 – 6:30 pm

**Present:** Trustees Elizabeth Alvarez, Barbara Mason, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Kristine Hodlin, Brendan McLaughlin, Frank Schroth, and Herb Voigt and Director William Adamczyk.

**Absent:** None

### **Approval of Agenda:**

Approved (Unanimous).

**Secretary's Report:** November 10, 2014 meeting minutes submitted for approval. Motion made (H. Crichlow) and seconded (H. Voigt) to approve said minutes.

The motion **Passed**, with Eight (8) Trustees voting Yes, Zero (0) Trustees voting No and One (1) Trustee abstaining.

December 8, 2014 meeting minutes submitted for approval. Motion made (H. Crichlow) and seconded (H. Voigt) to approve said minutes.

The motion **Passed**, with Eight (8) Trustees voting Yes, Zero (0) Trustees voting No and One (1) Trustee abstaining.

**Treasurer's Report:** Motion made (H. Voigt) and seconded (B. Mason) to transfer \$5000 to checking account.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

Motion made (H. Voigt) and seconded (B. Mason) to accept Treasurer's Report.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

### **Committee/Liaison Reports:**

a. Capital Improvement Planning Committee: John Folcarelli reports that committee intends to keep the bond under 1.9%. Mr. Folcarelli attended the meeting and plans to attend the next meeting to be held the following Thursday.

b. Friends of the Library: Barbara Mason and Director Will Adamczyk attended. At the well attended meeting, they learned that this year's Downton Tea sold out within 24 hours. They discussed recruiting more volunteers and additional Bookshop workers.

c. Milton Library Foundation: Meeting on January 13, 2015.

d. Milton Reads: New Springtime start. The new title will be announced mid-February.

e. Milton Non-Profits: Representatives from Milton Non-Profits, including Director Adamczyk, gathered at the Forbes House to discuss a shared calendar that consolidates events and important dates.

(Short break taken to meet photographer for a group photo of the Trustees for the website. Thanks to photographer, Steve Nelson for his donation of this service.)

### **Director's Report:**

- a. Statistics: Director Will Adamczyk reports that numbers are up in both digital and print media. E-content continues to rise consistently. Attendance and programs are also on the rise. New young adult librarian, Amy Rosa, has been well received among the staff and patrons. Children's librarian, Miss Sara Truog, has been collaborating with local preschools. We are considering a change to a new sorting system (GLADES) for the picture books, so that they will be sorted by category.
- b. Budget update: Spending is on target with 50% spent. The book budget has dipped into the revolving account. Spending in Grounds and Maintenance is over budget. In order to address a decline in income for the revolving account (\$65K to \$62K), Director Adamczyk recommends an increase in the operating budget without raising fines.
- c. Café Update: The purveyors of the Hard Tack Café responded to questions posed by the Trustees regarding new furniture and have plans to talk to Director Adamczyk by phone on January 13.
- d. Pew Survey update: The Pew Survey on the MPL website has fielded eighty-five (85) responses. According to the survey, some of the MPL's results versus the National Average are as follows:
  - "How often do you visit the library?" Once monthly: MPL – 88% NA – 57%
  - "How easy is it to find stuff?" Easy: MPL – 95% NA – 85%
  - "How easy is it to use the website?" Easy: MPL – 85% NA – 95%
- e. Technology updates:
  - i. WiFi upgrades: The routers have been updated. An agreement to use WiFi means that refreshes are faster.
  - ii. Computer Replacement: Director Adamczyk has four (4) very close quotes for staff computers. Considering the benefits of thin clients (ie. tablets) versus regular computers, a \$15-20K contract for thin clients is not financially viable. However, the use of ipads for educational games and programs for teen and kid programs is still on the table.
  - iii. Website RFP: There is a request for proposals out to develop our MPL website. Eight (8) companies will work to a February deadline.

### **Old Business:**

- a. FY16 Budget update/discussion/ACTION: Chair Kristine Hodlin reported findings from a meeting of the Library and Schools with the Board of Selectmen regarding the town budget distributions. Frank Schroth, Brendan McLaughlin, John Folcarelli, and Director Adamczyk contributed to the conversation regarding funding, realistic expenses and growth, stabilizing funds, and preparations for the Warrant Committee meeting.
  - i. State Aid discussion: Discussion was held regarding changes made to the Level Dollar Budget and how that would influence State Aid. An increase of \$39K would eliminate the need for salary cuts or decreasing hours of operation (Sundays). Revising the budget to keep general expenses the same as FY15 was discussed.

Motion made (B. McLaughlin) and seconded H. Voigt) to submit revised budget with accepted changes to Warrant Committee.

The motion **Passed**, with Eight (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

### **b. Long Range Planning**

- i. Roster update/first meeting scheduled – 1/28
  - ii. Focus Groups – invitations and dates (Sat. 2/28, Wed. 3/4): We hope that for the Focus Groups, we can create a roster that includes a crosssection of Milton citizens. Any candidates should be submitted to Director Adamczyk via email. All candidates will be invited to discuss needs assessment and library priorities during one or two Focus Groups.
- c. Solar Update: Milton Public Schools and Milton Town Hall are currently actively using solar power. Discussions

concerning the potential for solar power at the MPL included insights from conversations with Bill Ritchie, Milton Facilities Director and Cheryl Tougias, Architect such as: leasing equipment to reduce repair costs, inviting Henry McLean into the conversation, and considering a power contract with Fire Flower Alternative Energy that would buy power produced on the MPL roof. Trustee Herb Voigt will reach out to Senator Brian Joyce concerning solar programs.

i. Discuss forming a subcommittee:

Motion made (B. McLaughlin) and seconded (B. Mason) to rename the Planning and Planting Committee, the Building and Grounds Committee and to include the Solar Subcommittee and business pertaining to the Kidder Property. This Committee would invite Henry McLean to serve as consultant.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

d. Borrowing Policy discussion – change to loan periods: Trustee Herb Voigt proposed an amendment to loan periods for multiple DVD sets, extending the loan time from one (1) week to two (2) weeks, to prevent binge watching. It was agreed to revisit the conversation at next meeting.

**New Business:**

a. Remote meeting attendance: Thanks to a motion approved by the Selectmen in 2012, we are able to host a Trustee remotely at our monthly meeting. Trustee Herb Voigt will take advantage of this opportunity for four (4) months while he works in Peru.

b. Renting Reading Rooms to groups/individuals: Citizen Mary Jane Walsh made a request by email for the use of a public reading room for a private event. The Keyes Room remains available for private events for a fee and is available for public events for free. Discussion was held concerning the fairness of restricting the use of public spaces in the library for private events.

c. 3D Printing in Libraries: In order to make 3D printing available at the MPL, we would need trained staff to provide appropriate service for the patrons. In addition, programming to test response to 3D printing services would be helpful. Director Adamczyk and Amy Rosa wrote grant proposals including staff training. Trustee Herb Voigt recommends that the Foundation be approached regarding a grant for staff training.

d. Other:

Motion made (B. McLaughlin) and seconded (F. Schroth) to make a donation in the name of the Trustees to the charity named by the Rosa family in memory of librarian Amy Rosa's brother.

The motion **Passed**, with Eight (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

**Proposed meeting Dates and Times:** February 9, 2015 at 7:00 PM.

March 9, 2015

April 13, 2015

April 28 (before Town Meeting)

May 4 (Reorganization Meeting)

May 18, 2015

A motion to adjourn the meeting was made (H. Critchlow), seconded (R. Czwakiel) and unanimously approved, and it adjourned at 9:00 PM.

Respectfully Submitted,

Elizabeth Alvarez  
Secretary

