

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

January 8, 2018 - 7:00pm (at Milton Public Library (“MPL”))

Present: Trustees Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli (Chairperson), Paul Hays, Kristine Hodlin, Kari McHugh and Herb Voigt; Library Director, William Adamczyk.

Absent: Trustees Andrea Gordon and Sindu Meier.

Citizens Speak: No citizens present for Citizens Speak; Milton Times reporter Matthew Allen joined the meeting in progress.

Approval of Agenda: Chairperson John Folcarelli presented the meeting agenda. Motion made by Raymond Czwakiel and seconded by Paul Hays to approve said agenda.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

ACTION ITEMS:

1. **Secretary’s Report:** December 11, 2017 meeting minutes submitted for approval. Motion made by Kristine Hodlin and seconded by Paul Hays to approve said minutes.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

2. **Treasurer’s Report:** December 2017 Treasurer’s Report submitted for approval. Motion made by Kristine Hodlin and seconded by Paul Hays to approve said report.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

3. **Stackpole Scholarships:** Graduating Library Pages Eva Hiller and Shoilee Banerjee each identified as qualifying for receipt of a Stackpole Scholarship for continuing education. Motion made by Herb Voigt and seconded by John Folcarelli to approve awarding said scholarships.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

4. **PLA Conference Attendance:** Assistant Director Sara Truog’s request for funds to attend the 2018 Public Library Association (“PLA”) Conference in Philadelphia submitted for approval. Motion made by Kristine Hodlin and seconded by Herb Voigt to approve said request.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

UPDATES:

1. **Director’s Report:** Will Adamczyk provided monthly statistics, a financial update, and a summary of current library issues. Items discussed included the continued expansion of digital material circulation, the FY18 Budget, Building and Grounds handling of some main library system leaks due to snow, new outdoor smoking area guidelines and approval of library lower floor replacement measures by the Capital Improvements Committee.
2. **Kidder Building Update:** Continued efforts to offer tours of the building to potentially interested parties and to explore future options for maximizing the value of the property to the MPL and its patrons were presented and discussed. Next steps, including the need to secure various third party residential and rental appraisals and

assessments, were discussed.

3. **Reedsdale Parking Lot Update:** Nothing new to report.
4. **Library Patron Survey Update:** The 2018 survey is now available. Trustees are encouraged to help publicize this fact and encourage patron participation.
5. **Other:** None.

DISCUSSION:

1. **Trust Fund Discussion:** Assessment of the various trust funds and their specified uses was discussed at length. Various uses for the funds were identified, including exploring the possibility of issuing new program grants, investigating and supporting a Writer and/or Storyteller in Residence Program, and supporting outreach to underserved community members.
2. **Other:** None.

COMMITTEE AND LIAISON REPORTS:

1. **Friends:** None.
2. **Foundation:** Kristine Hodlin continued the effort to maintain a monthly trustee presence at Foundation meetings. Based on her experience at the Foundation meeting, she asked that we continue efforts to reduce our use of paper resources in conjunction with our monthly meetings; fellow trustees agreed.

FUTURE MEETINGS:

Proposed meeting Dates and Times: Monday, February 12 and March 12, 2018, each at 7:00pm.

A motion to adjourn the meeting was made by Hyacinth Crichlow and seconded by Paul Hays.

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining, and the meeting adjourned at 8:41 pm.

Respectfully Submitted,

Raymond P. Czwakiel
Acting Secretary