

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

November 13, 2017 - 7:05pm (at Milton Public Library (“MPL”))

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

Absent: Trustees Paul Hayes

Citizens Speak: No citizens present.

Approval of Agenda: Chairperson John Folcarelli presented the meeting agenda, which was unanimously approved.

Secretary’s Report: July 10, 2017 meeting minutes submitted for approval. Motion made by Kristine Hodlin and seconded by Kari McHugh to approve said minutes.

The motion **Passed**, with Seven (8) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

Treasurer’s Report: Since the Dow is up, our funds are up. Treasurer’s Report submitted for approval. Motion made by Ray Czwakiel and seconded by Kari McHugh to approve said report.

The motion **Passed**, with Seven (8) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

Director’s Report: Will Adamczyk provided monthly statistics, a financial update, and a summary of current library issues. Items discussed included the continued strong patron usage of digital materials.

W. Adamczyk will present a budget to the Board in October for Approval in November. It was revised per last month’s comments. Note the \$1082 line item for water/Sewer for building.

The budget is due to Town Hall on November 15, 2017.

Motion made by Ray Czwakiel and seconded by Andrea Gordon to approve said budget.

The group voted to approve the budget with the increased flooring budget (was \$70K, now \$85K)

Motion made by Ray Czwakiel and seconded by Herb Voigt to approve said modification.

Della Ray Design is providing consultation services for space planning the library. They met with Will and Sara T. We need more meeting space and study rooms. A technology space would be great. Considering carpet and baffles for acoustical improvement. The ideas will be reviewed, priced and then presented.

The Security camera work is in progress.

The Keyes Room and Conference Room updates are in progress.

Kidder Building – The Town is repairing the steps and ramp. The HW heater requires plumbing work.

Solar Update: Library can put the panel on the roof – need permission from the court?.

Received a check for \$15,734 in state aid. MPL receives this amount twice a year.

The staff holiday party is December 10th from 5-8pm at Sara Troug’s house.

Old Business:

N/A

New Business:

- A. Library Survey: Can the town HR staff take care of the survey instead of a library employee?
- B. The Friends meeting is November 14, 2017.
- C. The MPL Gala raised \$43,000.

Committee Reports:

Kidder Building Committee: Kristine Hodlin reviewed the ppt for the November 27th meeting in the Keyes Room. K. Hodlin will make the agreed upon edits. The intent is to propose the possible options for the Kidder building and receive feedback. We will need to have a second meeting, preferably near the Kidder Building. The Board hopes to make a recommendation to the May Town Meeting.

The Board agreed a professional appraisal for a residential and commercial use is required and approved the use of \$3,000 for the appraisal. A motion to approve was made by Hyacinth Crichlow and seconded by Andrea Gordon.

Lower parking Lot: Will Adamczyk will meet with Traffic and Parking and Conservation Committee. They will review the traffic impact, handicap parking and conservation issues with the various groups.

Herb Voigt to reach out to John Kiernan and ask to walk the site.

Library Survey: Can the town HR staff take care of the survey instead of a library employee?

The motion **Passed**, with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining, and the meeting adjourned at 9:05 pm.

Respectfully Submitted,

Sindu Meier
Recording Secretary