**Milton Public Library Trustees Meeting**

**Monday November 18, 2019, 7:00PM**

**Milton Public Library, Milton, MA**

**Present:** Trustees Raymond Czwakiel (Chairperson), Hyacinth Crichlow (Treasurer), Philip Driscoll, Paul Hays, Chiara Frenquelluci, James Potter, and Library Director, William Adamczyk

**Absent:** John Folcarelli, Kristine Hodlin, and Sindu Meier

**Executive Session:** N/A

**Citizens Speak:** N/A

**Secretary’s Report:** October 21, 2019 meeting minutes approved. Motion made by H. Crichlow to approve the minutes and seconded by P. Driscoll.

**Treasurer’s Report:** See attached. H. Crichlow presented the Treasurer’s Report. P. Driscoll made a motion to accept the report and P. Hays seconded. The acceptance was unanimous.

**Updates/Discussion/Possible Actions**

1. FY21 Budget: Wage set-aside provisions and their impact on the two FY21 budget scenarios, FY20 plus Contractual Obligations and FY20 plus Contractual Obligations minus 3%, was discussed.
2. 2019/20 Annual Survey: To coincide with the current Strategic Planning process, four questions were added at the end of the annual survey relating to the goals and objectives of the Library going forward. The annual survey is scheduled to be sent out around December 16, 2019 with reminders to complete the annual survey being sent out sometime in January 2020.
3. Kidder Building & Accounting: Reviewed status of Kidder Building and Accounting process going forward in regards to the collecting rental income.
4. Special Town Meeting Agenda: A Special Town Meeting has been scheduled for Monday December 2, 2019. A brief description of the ten (10) articles that will be covered was discussed. None of the ten (10) articles are related to the Library.
5. Exhibit & Display Policy: a review and discussion of the Exhibit & Display Policy was completed. P. Hays made a motion, seconded by P. Driscoll, to update the Exhibit & Display Policy to change #11 on Page 3 of the Policy, “The Library” to “The Library Director and/or Designee”. The motion to update the Exhibit & Display Policy was unanimously approved.
6. Director’s Report: W. Adamczyk reported on the following –
   1. *Building & Grounds Update:* Updates to the doors and alarms all but finished improving employee access through-out the Library and allowing the ability to create/cancel employee access cards and locking down the Library easier. Installation of cameras through-out the Library will be next allowing better coverage and line of sight for staff members. Updated lights to be installed in the parking lot. Town painter has completed painting café area.
   2. *Usage Updates*
   3. *Renewal Limits*: Starting in January the Library will test changing the renewal limit from one time to three times. A hold on an item will trump an item’s renewal.
   4. *Art Appraiser Update*

**Committee & Liaison Reports**

1. Friends: No report
2. Foundation: The 2019 Gala Event was a success. Planning discussions for the 2020 Gala Event have started.

**Future Meetings:** December 9, 2019, January 13, 2020, February 10, 2020, March 9, 2020, April 13, 2020.

**Adjournment:** H. Crichlow made the motion to adjourn, P. Hays seconded, and the Trustees voted unanimously to adjourn at 8:11pm.

Respectfully Submitted,

James Potter

Library Trustee