

## **MILTON PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

*Convened at 7:00 PM on Monday, March 13, 2017; Milton Public Library*

Present: Trustees, Raymond Czwakiel, John Folcarelli, Paul Hays, Frank Schroth, Herb Voigt, Andrea Gordan, Hyacinth Crichlow,

and Director, William Adamczyk.

Absent: Kari McHugh, Kristine Hodlin

**Citizen's Speak:** Trustee Candidate Sindu Meier introduced herself as candidate to Trustees.

### **Approval of Agenda:**

- Motion made by JFolcarelli, RCzwakiel second. Approved unanimous.

### **Secretary Report:**

- Approval of February, 2017 minutes. Motion made by KHodlin, JFolcarelli seconded; Approved (unanimous).

### **Treasurer's Report:**

- Approval of Report. Motion made by RCzwakiel, PHays seconded; Approved unanimous.

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

- Comprehensive Usage Report – February usage.

### **Topics of Note:**

- Digital use highest February ever
- Streaming services continue to improve in quality and increase in usage via the Milton Library platform
- Attendance down for month due to high number of snow days

### **Budget Review:**

- Overall tracking fine, nothing to report
- No staffing updates

- Electricity costs leveling out, using less kilowatt hours being used. Early concern of higher use and cost from start of FY has turned out to not be norm for all months.

#### Presentation Children Services by Sara Truog

- Focus on *1,000 Books Before Kindergarten* program that encourages parents to bond with their children through reading together. Already signed 100 kids since started in January.
- Demonstrated 1,000 Books page on the Milton Library webpage
- Program made possible thanks to generous gifts from Friends of the Library and the Milton Cultural Council

#### Building and Grounds

- The heating units have been returned and installed and are working well.

#### Other

- Will attend the Library Legislature Day at the State House and met with key representatives to advocate for libraries, especially Milton's library, and funding for all public library services in Massachusetts

#### **New Business**

- Stackpole Scholarship Award to be awarded to Cole Salamane for \$500.

#### **Old Business**

##### Budget Revision

- Warrant Committee has approved the Non Contingent budget which includes a \$30,000 cut to the library budget for upcoming FY which will result in reduction of staff and reduction of total number of annual days open
- Despite these potential cuts, still in compliance with state requirements for public libraries
- Discussion: last override was in 2009; the library is 1% of the Milton Town budget; 98% of library budget are set costs; if Selectmen don't advance a higher sum for an override, will result in tough cuts
- Library trustees are ready to contribute to discussion once override is advanced by Selectmen to advocate for protecting town services for cuts in all departments, including the library

##### Food and Drink Policy

- Policy reviewed; recommendation to add language: to areas where food is not permitted, trial period of 6 months, and discretion of Director to change policy if needed due to any obstacles that may arise.

- Motion to approve with recommended additions: Phays, second, HVoigt. Passed Unanimous

#### HR Report:

- Milton Library Survey concluded; 1,500 took survey
- Milton Library Director 360 Survey completed by 12 of 18 staff
- Results reviewed with Director and HR committee
- HR Committee and Director to create summary report of library survey data
- HR Committee to complete Director's midyear evaluation and present to him before April Trustees meeting; will share mid-year with Trustees during executive committee of next meeting; final evaluation to be completed in June.

#### Kidder Building

- Recommendation at next meeting discuss the creation of a Kidder Building Committee to analyze and problem-solve future of meeting.

#### **New Business –**

- For future meeting, review of safety protocols for a librarian who feels their emotional or physical safety is in danger while working at the library.

#### **Committee Reports:**

##### Art Committee

- Kidder painting restoration to cost stabilized from one vender to restore frame; seeking updated cost for cleaning and restoring picture. Have been given approval by ownership of painting for Milton Public Library to execute and oversee restoration.
- Motion made to pay for restoration: AGordon, second HCrichlow. Vote 3 for and 4 against as the recommendation is restore the painting only not at this time.
- Consensus to revisit restoration discussion for future meeting with a stabilized recommendation of complete costs and source of revenue to cover cost; an additional recommendation for future motion made to use trust money to spend on cost of restoration and with an additional equivalent cost to be approved to cover supplies for the library during FY 18.

##### Milton Foundation

- House parties very successful; gala set for 11/1/17; new officers to take positions for next year; letter to go out to inform the community to update of success of fundraising during current FY and prepare for fundraising for upcoming FY

**Executive Session:**

Motion made to go into Executive Session – Rollcall vote: Unanimous.

Motion made to exit from Executive Session – Rollcall vote: Unanimous.

Motion made to adjourn: R Czwakiel; AGordon second; approved (unanimous)

Meeting adjourned 9:40pm.

Next meetings April 10, 2017, 7pm; May 1, 2017, 6:30.