

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Convened at 7:00 PM on Monday, January 9, 2017; Milton Public Library

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

Absent: Frank Schroth, Andrea Gordon

Citizen's Speak: None

Secretary's Report: Motion to approve minutes Dec. 12, 2016 : Motion made by K. Hodlin, seconded by R.Czwakiel; approved; 1 abstention

Treasurer's Report: Motion to approve report dated Jan. 4, 2016; Motion made by K. Hodlin, seconded by R.Czwakiel; approved (unanimous).

Bartholomew Report:

Michelle from our Investment Company introduced Bartholomew and presented a Portfolio Review (portfolio allocation, performance reports, holdings report) of our Trustee funds. Yield is just under 2% which is expected.

Director's Report: Comprehensive report provided. Topics of note below:

- Digital circulation is 11% which is the highest in our history of tracking.
- Discussion was held regarding how to increase digital usage. Will provided feedback on current practices.
- Magda is trying lots of new teen programs with input from her Teen Advisory Board. This could have a negative impact on our metrics for program attendance while she tries to understand what types of programs will work best.
- Budget is ~50% (as expected).
- Staff is down one person for a few weeks due to sick leave.
- Will hired a consultant to provide a Customer Service Workshop for the staff in January.

Old Business:

- Director's Evaluation - Brian Cronin from town is the 3rd party person who will distribute the survey and gather feedback from staff and others. Personnel committee and Will will review feedback when it is complete.
- Potential Override Discussion - Library request non-contingent budget request includes 5 FTE (3 FT, 2 PT). Two were approved by personnel board in 2015, 19.5 hr position was approved in December 2016. Will met with Mike Dennehy and Amy Dexter to review budget. The current level \$ budget is short \$1.5m- it is expected

the schools will need to reduce by 82% and town by 18% (library impact is ~ \$15k). The service level budget will need a \$5.1m override; the town is looking to reduced it to closer to \$3m. Board agreed to post Library budget on our website and Milton Neighbors and also convene a budget discussion on Feb. 13 at 6:30pm.

- Parking Lot Turnaround Update - Work is finished, invoice will be received shortly. Board will need to vote to pay for balance of invoice minus the state funding out of Trustee funds (at next meeting). Paul Thompson will hold back 5% of invoice due until spring so we have a recourse in case any of the work or plantings need additional work.

New Business:

- Warrant Committee Presentation - package was distributed for review and comment. Will and Kris will be attending meeting Jan. 11 to present to Warrant committee. Frank may be on conference; all other Trustees are invited for support (~8:15pm)
- Add discussion of Kidder Building to February meeting

Committee Reports

Milton Library Foundation

- There were 11-12 house parties that brought in \$70k.
- Herb asked about the Triangle logo, i.e. did the Board ever approve it; the Foundation wants to use it. This item will be added to February agenda for discussion.
- Foundation is holding a 1/2 day workshop on Jan. 28 with consultant, Melinda Collins on 'mission'

Friends of Library - Jane Austen Tea is in planning

Capital Committee - met and still discussing finalizing items for May Town meeting

Budget committee - met to discuss Warrant Committee presentation (provided) and Kidder building. Request for review of legal interpretation of the will for the Board on the Kidder building is next step.

Art Committee - 'Gilding and Frame Conservation' group provided estimates to restore Kidder portrait (~\$2000-5000 for cleaning, building, restoring, painting, framing). An estimate by another company is in the works.

Adjournment: Motion made to adjourn: HCrichlow; seconded K. Hughs, approved (unanimous)

Next meetings February 13, 2017 6:30pm and March 13, 2017 7pm