

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

October 16, 2017 - 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.

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

**Secretary’s Report:** September 11, 2017 meeting minutes submitted for approval. Motion made by Hyacinth Crichlow and seconded by Herb Voigt to approve said minutes.

The motion **Passed**, with Seven (5) Trustees voting Yes, Zero (0) Trustees voting No and Two (2) Trustees abstaining.

**Treasurer’s Report:** Treasurer’s Report submitted for approval. Motion made by Herb Voigt and seconded by Kari McHugh to approve said report.

The motion **Passed**, with Seven (7) 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 expansion of e-usage statistics to include electronic database access, the library’s reduction in overall electric energy usage through the deployment of energy efficient bulbs and related energy saving measures, status of the video security system installation and completed repairs to the Kidder Building side entrance ramp. The MPL was mentioned in connection with the CelebrateMilton! Committee’s decision to honor the recent “Milton Reflecting” program, hosted by the MPL.

### Old Business:

**FY19 Capital Committee Request:** Will Adamczyk presented his assessment of MPL capital requirements and his recommendations as to how they should be prioritized. After discussion among the board members, Kristine Hodlin moved to approve submission of the MPL Department Capital Needs Request to the Capital Improvement Planning Committee as presented to the board. Herb Voigt seconded the motion.

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

**FY19 Budget:** Will Adamczyk presented the MPL budget, including his recommendations as to how we could accomplish recognition of Dues & Membership, Continuing Education and Programming expenditures as line items in the MPL budget. After discussion among the board members, Kristine Hodlin moved to approve submission of the MPL Budget as presented to the board. Kari McHugh seconded the motion.

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

**FY19 MBLC Action Plan:** Will Adamczyk presented the Massachusetts Board of Library Commissioners (“MBLC”) Action plan. After discussion among the board members, Kristine Hodlin moved to approve the MBLC Action Plan as presented to the board. Paul Hays seconded the motion.

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

Will Adamczyk presented his preliminary thoughts and research findings with respect to the possibility of offering patrons Passport Services, as well as the opportunity to Read Away Fines. He also noted that the Kidder Portrait has returned from its cleaning,

**New Business:** The future Trustee meeting schedule was discussed, as well as the upcoming Milton Library Foundation (“MLF”) Gala. The board discussed continuing the tradition of closing the library early the evening of the event to support attendance by patrons and staff alike. After brief discussion among the board members, Herb Voigt moved to approve early closure of the MPL on November 1, 2017 in support of the MLF Gala. Paul Hays seconded the motion.

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

Conference Attendance: Will Adamczyk presented a request to fund his attendance at the Public Library Association Conference March 2018. After a brief discussion among the board members, Kristine Hodlin moved to approve funding the request as presented to the board. Herb Voigt seconded the motion.

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

Open Meeting Law: Will Adamczyk presented an excerpt from the Massachusetts Attorney General’s Open Meeting Law Guide regarding “What constitutes a deliberation?” The board reviewed, discussed and agreed to continue following the guidance.

**Committee Reports:**

Friends of the MPL: Hyacinth Crichlow shared her insights from the most recent meeting she attended as liaison, including the membership drive and ideas for increased publicity.

MLF: Will Adamczyk and John Folcarelli mentioned the need for continuing monthly participation by board members in MLF meetings and Herb Voigt mentioned his recent departure from the MLF Board.

Building & Grounds: Kristine Hodlin gave a brief report and indicated that the committee will be meeting before the next Town Meeting.

**Proposed meeting Dates and Times:** Monday, November 13 and December 11, 2017, each at 7:00pm.

A motion to adjourn the meeting was made by Ray Czwakiel 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 8:56 pm.

Respectfully Submitted,

Raymond P. Czwakiel  
Acting Secretary