

**BOARD OF LIBRARY TRUSTEES MEETING**  
**THURSDAY FEBRUARY 19, 2015**  
**6:30P.M.**  
**Town Hall**  
**Baker Meeting Room**

**Present:** Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Kristine Hodlin, Brendan McLaughlin, Frank Schroth Herbert Voigt via Skype.

**Absent:** Secretary Elizabeth Alvarez. Barbara Mason.

**Also Present:** Director William Adamczyk.

Chair Hodlin called the meeting to order at 6:35 p.m.

**Approval of Agenda:**

Motion made and seconded. The trustees voted unanimously to approve the Agenda.

**Citizens Speak:** Andrea Gordon former trustee of the Library took a hiatus from the Library and is now seeking to be re-elected to the Board of Library Trustees

**Secretary's Report:**

**None.**

**Treasurer's Report:**

There were no changes to the treasurer's report.

Motion made and seconded. The trustees voted unanimously to approve the Treasurer's Report.

**Directors Report:**

Director William Adamczyk reviewed the usage of the library with trustees. He first informed us of the OCLN Legislative Meeting he attend on February 6, 2015 at the Thomas Crane Library in Quincy and how well it was attended. He said due to the blizzard we lost circulation for a couple of days. The Library was opened 31 hours less than normal. He stated 1,000 E books were downloaded during the storm.

Econtent was regular and growing. A comparison was made to that from 2011. Zinio was the same.

a. A statistic update of where we are, was discussed followed by the Scenarios we would present to the Warrant Committee. He also updated the budget.

b. FY 15Budget. Beginning of February we were half way through our budget. We overspent a little on grounds and building. We needed to order more RFID tags so

we overspent on supplies, and we have used all of the operational part of the materials budget.

William gave a report on the PEW Research Quiz. 700+ responses have so far been tallied by the survey. We are well above the national average for most positive responses. The PEW Research Quiz is a survey developed to see how well the public know or utilized the Libraries in general.

**Committee /Liaison Reports:**

Chair Kris Hodlin, Director William Adamczyk and Treasurer Raymond Czwakiel, put together an annual report for the Selectmen and then update the trustees.

**a. Capital Improvement Planning Committee:**

John Folcarelli trustee liaison to the Capital Improvement Committee reported that he attended (1), meeting, everything remains the same, and the Library's report was minimal. The next meeting would be March 2, 2015.

b. Friends of Library: William Adamczyk gave a short report on Milton reads. The featured book this year is, The Boys in the Boat.

c. Milton Library Foundation: Hyacinth Crichlow trustee liaison to the Foundation in collaboration with Library Director William Adamczyk, updated the trustees on the Foundations effort to get an Author for their upcoming gala in October 2015.

**Old Business:**

- a. FY 16 Budget update /discussion. Director William Adamczyk will meet before the Warrant Committee and show a PowerPoint slide and update them on what we do for services and the public. The topic will be a subject of scenarios. Two of the scenarios would be the Level Service and Level Dollar budget and how it would impact the library.
- b. Long Range Planning: The Committee is still in discussion and recruiting. William Adamczyk as asked all members of the trustees to please submit any names they might have for the Focus groups. The deadline for completed submission is weeks away.
- i. Focus Groups- invitations and dates are (Sat. 2/28, Wed. 3/4)
- c. Other: The Trustees discussed the pending scenarios going into the Warrant Committee.

Board of Library Trustees Meeting  
With the  
Warrant Committee  
Carol Bluth Meeting Room  
Thursday February 19, 2015  
7:15P.M

**Present:** Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Kristine Hodlin, Brendan McLaughlin and Frank Schroth.

**Also Present:** Director William Adamczyk.

Mr. Ted Hays Chairman of the Warrant Committee welcomed the Trustees of the Library. He introduced them to the members of his board.

Director William Adamczyk gave his dissertation on the Library's budget, his collaboration with Town Departments and the State Aid materials. He gave a summary of the topics of scenarios and the goals based on the boards strategic plans. He showed the slide scenarios on Vitality of our Community and narrated on its impact and the Community at large.

Throughout the summary he stated that in the 5-year growth, the staffing has not changed. He spoke on the impact of the (MAR) Municipal appropriation requirements and the (MER) Materials expenditure requirements, E Books and our Revolving Fund and how some E Books could cost up to \$80.00 compared to hard copies at \$12.00.

Members of the Warrant Committee commented on some material funds. Mr. Adamczyk states the budget scenarios of the Level service, which meets the current demands for Library services. Level dollar maintains current staffing levels but underfunds many general expenses by reducing operating hours. Library Chair Kris Hodlin and past Chairman Mr. Brendan McLaughlin summated the impact of a reduced budget how it would eliminate Sunday hours and fall below the MER state aid formula.

Mr. Ted Hays thanked Mr. Adamczyk and member trustees of the Library for their presentation. The trustees in turn thanked the Warrant members and adjourned their meeting. Meeting adjourned at 9:50 P.M. Motion to Adjourned was unanimously approved.

Proposed meeting dates: March 9, 2015, April 13, 2015, May 4, 2015, May 18, 2015

Respectfully submitted for Elizabeth Alvarez Secretary  
By Hyacinth Crichlow