

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

March 9, 2015 – 7:00 PM

Present: Trustees Elizabeth Alvarez, Barbara Mason, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Kristine Hodlin, Brendan McLaughlin, Frank Schroth, and Herb Voigt (via Skype) and Director William Adamczyk.

Absent: None

Approval of Agenda:

Approved (Unanimous).

Citizen's Speak: Citizens and candidates for Library Trustee, Paul Hayes and Doug Scibeck introduced.

Secretary's Report:

a. January 12, 2015 meeting minutes submitted for approval. Motion made (F. Schroth) and seconded (B. McLaughlin) to approve said minutes.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustee abstaining.

b. February 19, 2015 meeting minutes submitted for approval. Motion made (B. McLaughlin) and seconded (H. Critchlow) to approve said minutes.

The motion **Passed**, with Six (6) Trustees voting Yes, Zero (0) Trustees voting No and Two (2) Trustees (E. Alvarez and B. Mason) abstaining.

Treasurer's Report: Treasurer Ray Czwakiel reports that current market trends have benefited the standings of the Library's account, with 30% of holdings in stocks.

Motion made (H. Critchlow) and seconded (B. McLaughlin) to accept Treasurer's Report.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

Director's Report:

a. Statistics: Director Will Adamczyk reports that, due to the 'snow effect', circulation and hours were low for the month. However ebook numbers are up over those from 2014, largely due to Overdrive Advantage. A need to increase spending for Overdrive Advantage was discussed. Trustee Frank Schroth asked about the impact of Milton Reads and movie programs on circulation. Director Adamczyk said that new books and films remain the most popular among patrons.

The library was very busy over vacation week, and staff was very busy covering for those who were home sick. Attendance at teen programs continues to grow, as well as the demand for study skills programming, thanks to the successful outreach managed by Teen Librarian, Amy Rosa.

b. Budget update: Spending is on target with 50% spent. The book budget has dipped into the revolving account. Spending in Grounds and Maintenance and Office is over budget. Water and Sewer is down from previous year. The budget is generally on par with previous years.

The revolving fund is adequate at \$85K for 2015. Going forward, we will need to predict lower revenues from revolving fund; the popularity of ebooks means no increase in fines revenue. Director Adamczyk states that the library will reach MER with both revolving fund and operations.

c. Other: Kidder Building: Bill Ritchie and Director Adamczyk are communicating about gutters and a leaking radiator. The Discovery Schoolhouse is currently behind in rent payment, and Director Adamczyk recommends a review for repairs to add to that discussion. Chairperson Kris Hodlin recommends that Trustees visit Discovery Schoolhouse or an Open House event to build a relationship between the school and the Trustees.

Trustee Frank Schroth is concerned about storm damage to the library. Director Adamczyk reports issues with fencing, sidewalks. Due to a leak in the newspaper room caused by ice dams, a painting was removed and stored in the art room. Chairperson Kris Hodlin asked about potential insurance claim for damage. Director Adamczyk answered that Bill Ritchie is reviewing the option of a claim versus an in-house repair.

Director Adamczyk reports that the Fire Department helped Consolidated Facilities get to the roof in order to remove snow so that Jim Egan could locate problem with error message on thermostats. Pressure from snow on roof impacted the the wires to heat pumps. Inspector Bill Prondack reviewed the repair and approved it as safe.

Director Adamczyk shared staffing issues, including those on family sick leave. Teen Librarian Amy Rosa is considering resigning due to family concerns. Discussion followed about the potential of keeping her for as long as and in any manner possible. Her many contributions to the library and its teen programs were lauded.

Committee/Liaison Reports:

a. Capital Improvement Planning Committee: Trustee John Folcarelli reports that the committee met last Wednesday and that few adjustments were made in anticipation of the coming Town Meeting.

b. Friends of the Library: Trustee Barbara Mason will attend meeting on March 19.

c. Milton Library Foundation: Meeting tomorrow with new board member. Chairperson Kris Hodlin reports discussions of 5-Year-Plan and status of the Kidder Building: Town Attorney John Flynn provided copy of will that deeded the property to the library. And Bill Clark shared that the property is residential zoned commercial and the buyer would need to appeal to make changes.

Staff Member Update: Children's Librarian, Sara Truog, presents on the status of the Children's Library.

a. Programs

Movies on schools' early release days are popular. (Big Hero 6 on March 2 drew a crowd of 75 people.) Family Olympics are scheduled for March 21 in coordination with Milton Reads. April Vacation is slated to provide storytimes, performers, cooking class, art class, Spring planting, and a Minecraft event with Miss Sara. The summer is bound to be busy with visiting performers and puppets.

b. Outreach

Preschool visits have been well received. In Kindergarten visits, Miss Sara distributes information on programs and access to library cards. All kids go home wearing a sticker that says: Take me to the Library! Tucker Elementary School provides a good example of a Book Club that gets the kids into the library.

c. Picture Book Organization

Currently, picture books are organized by author on the shelves. Plans are in motion to reorganize the picture books by category to make them more accessible and attractive to kids and parents. Re-labeling and re-categorizing and moving the 6000 books will take all year and participation of lots of staff.

d. Other: Trustees Frank Schroth and Brendan McLaughlin asked Miss Sara questions to discern what the greatest needs in the Children's Library continue to be. Miss Sara answered that her wish list always includes staff, time, and tech. She needs time and staff to write grants for iPads and to sustain the time and effort she puts into outreach. Miss Sara stressed that the support provided by the Friends is greatly appreciated.

Old Business:

a. FY16 Budget update/discussion: Director Adamczyk reported that the library received all that we asked for less a new circulation position. The services that were approved are: 15 additional hours in Reference, 3.5 hours to Cathy Stapleton, the Sorter contract, and an increase in Buildings and Grounds from \$2K (FY15) to \$15K (FY16). Chairperson Kris Hodlin recommended a vote for our Level Service budget *with* the circulation position. Director Adamczyk will attend personnel

board meeting this month and Chairperson Kris Hodlin will contact the board through a letter in order to reinforce the need for this position.

Discussion followed concerning using money from operating expenses to pay for snow and ice removal as a one-time expense, outside of the budget discussion.

b. Long Range Planning: The LRP committee had a successful first meeting and is scheduled to meet again on Thursday to discuss vision for the next 5-10 years. A focus group is scheduled for April 2. The focus group will list strengths and opportunities and needs assessment. Director Adamczyk holds impromptu focus group-type discussions at Fuller Village as does Amy Rosa with the young adults in the library.

c. Brushwood Estates: Chairperson Kris Hodlin reports from an update by Bill Clark about the \$40K gift from the Brushwood Estate. Closing will be on March 13. Discussion followed regarding best use of the gift – replacing trees on the grounds? – and about writing a public thank you to Ed Duffy.

d. Solar Update: Director Adamczyk reports that he is waiting to reschedule the solar energy meeting until the roof is accessible. Trustee Herb Voigt reports that Brian Joyce's assistant sent information about solar power and State government per his request. Director Adamczyk shared this information with Bill Ritchie. Discussion followed about the status of the solar panels on Town Hall after storm damage.

e. Borrowing Policy discussion-change to loan periods: The possibility of Trustee Herb Voigt's recommended amendment to loan periods for multiple DVD sets, extending the loan time from one (1) week to two (2) weeks, was discussed. Director Adamczyk recommends keeping borrowing times consistent, new and old DVDs alike, maintaining fine revenue. He will bring the issue to focus groups.

f. Other: Trustee Brendan McLaughlin reports that he spoke to Leslie Will of the Massachusetts Horticultural Society Board concerning the purchase of the Kidder portrait. The Kidder portrait, currently hanging without any fee, is valued at \$3500.

Motion made (B. McLaughlin) and seconded (H. Voigt) to make an offer of \$4000 from Trustees fund to purchase the Kidder portrait from the Massachusetts Horticultural Society.

The motion **Passed**, with Nine (9) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

New Business:

a. Tutor Policy: Director Adamczyk reports that the library needs a new, revised platform for tutors using the library. They currently use spaces throughout the library. While these sessions are generally not disruptive, the larger groups appear territorial.

Discussion followed with Trustees Elizabeth Alvarez, Brendan McLaughlin, Herb Voigt, and Hyacinth Critchlow raising concerns about private, for-profit business impinging on public use of the library. Chairperson Kris Hodlin suggested that we communicate with Town Council regarding the library's liability concerning patrons earning money on town property and the issue of minors with non-parents. Trustee Herb Voigt addressed the issue of how the policy might be made public, whether by leaving copies on tables, posting it on the website, or by inviting tutors to visit the front desk. Director Adamczyk expressed the need to provide a policy that empowers the staff to handle these issues with confidence and without further stress on their time. All agreed to review tutoring policy at next month's meeting.

b. Other: Chairperson Kris Hodlin shared a letter written by patron and long-time Milton resident Mary Cobb. Ms. Cobb wrote a very kind letter telling the story of how a librarian went over and above to make her comfortable at a recent visit to the library. Director Adamczyk deduced that the librarian mentioned was Sylvia Mitchell and Trustee Frank Schroth agreed

to write to Sylvia Mitchell and thank her for her service.

Proposed meeting Dates and Times: April 13, 2015
April 28 (before Town Meeting)
May 4 (Reorganization Meeting)
May 18, 2015

A motion to adjourn the meeting was made (H. Critchlow), seconded (R. Czwakiel) and unanimously approved, and it adjourned at 9:00 PM.

Respectfully Submitted,

Elizabeth Alvarez
Secretary