

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

April 13, 2015 – 7:00 PM

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

**Absent:** Frank Schroth

### **Approval of Agenda:**

Approved (Unanimous).

**Citizen's Speak:** Laura Griffin of the Milton Times introduced.

### **Secretary's Report:**

Approval of March minutes postponed until next meeting.

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

a. Trustee Ray Czwakiel reported that the check from the Brushwood Estate was received.

b. Representatives from Bartholomew Investments, Joshua Paul and Michelle Newcomb, reported on the status of the library's investments, providing information regarding the source of successful returns, mainly, from domestic stocks. Trustee Czwakiel inquired as to whether or current split of 30% (stocks) and 70% (bonds) still made sense. Mr. Paul recommended that we maintain this conservative risk, citing interest income and safety with intention for growth. In response to Trustee Czwakiel's question about the legal list, Mr. Paul and Ms. Newcomb explained that they are still waiting for an update concerning changes to criteria for companies on the legal list.

Trustee Czwakiel will attend upcoming meeting with financial committee and will discuss the Kidder and Oakland Hall Funds.

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

The motion **Passed**, with Eight (8) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

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

a. Statistics: Director Will Adamczyk reports that circulation for ebooks is well up. For the first time, the percentage of total circulation for eBooks went over 7%, with 20% of that coming from Overdrive Advantage. Another circulation milestone was passed this month when circulation in Childrens' books (50%) topped the Adult collection (47%.) Director Adamczyk commended the work of Librarian Sara Truog, especially her efforts in outreach, for this achievement.

b. Budget update: Director Adamczyk reports that the IT update is in progress, slow and steady. Director Adamczyk listed a number of building and grounds concerns, both pending and completed: a leak over the Reference desk, damaged fence, crooked sign, and pot-holed paths. Damage to two hundred thirty (230) feet of gutter on the Kidder Building wil cost close to \$2000 to repair and replace; Director Adamczyk is waiting on a final quote from Bill Ritchie of Consolidated Facilities.

In order to meet MER, Director Adamczyk reports that we must spend \$33K. He is confident that that will not be an issue.

c. Other: Director Adamczyk received thirty two (32) applications for the postion of Teen Librarian and conducted six (6) interviews. He finally offered the position to Lily Sunhill of North Hampton. She accepted the postion, was unanimously

accepted, and will start on May 4. The next openings include summer staff, with nine (9) positions opening on June 27. In other personnel news, Librarian Diane Dunn is currently out on medical leave.

Director Adamczyk is scheduled to meet with representatives of the Milton Schools at Milton Academy to investigate possibilities to coordinate efforts.

**Committee/Liaison Reports:**

- a. Capital Improvement Planning Committee: Trustee John Folcarelli reports that the committee did not meet.
  
- b. Friends of the Library: Trustee Barbara Mason reports about the Friends' efforts to increase membership. There has been great attendance at Friends programs and they look forward to more.
  
- c. Milton Library Foundation: Trustee Hyacinth Critchlow reports that in an executive session of the Foundation, Librarian Sara Truog was appointed to the board.
  
- d. Budget Subcommittee: Trustees Kris Hodlin and Brendan McLaughlin and Director Adamczyk cited the Bartholomew report and agreed to maintain current investments.
  - i. Kidder Building
    - a. Lease renewal: The current Five Year Plan includes the Kidder building; will discuss possibility of later lease in November.
  
- e. Building and Grounds update: Will discuss input from Garden Clubs at next meeting.
  
- f. Solar Committee: Both Milton Town Hall and Glover School lost their solar panels after this winter. Our solar committee will meet on April 21.

**Old Business:**

- a. FY16 Budget update/discussion: Director Adamczyk reports that Ted Hayes suggested that moving \$2000 from Electric to Materials would fully fund MER, based on the draft of the Town Meeting Warrant from two (2) weeks ago.

Motion made (B. McLaughlin) and seconded (H. Voigt) to accept change.

The motion **Passed**, with Eight (8) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

- b. Long Range Planning: Two (2) Focus Groups for the LRP provided input about vision for the April 29 LRP committee meeting to come. The Focus Groups had about twenty (20) attendees of many ages, and they discussed strengths (ie the Teen program, the safety and comfort of the library) and challenges (parking, traffic and the website.) Director Adamczyk will hold a staff meeting to help distill the data.
  
- c. Tutor Policy discussion/vote: Chairperson Kris Hodlin recommends that the trustees all read an email from John Flynn, Esq. regarding the legal responsibilities that come with an established tutor policy. Chairman Hodlin requests that we bring questions and comments to the next meeting. Trustee Brendan McLaughlin recommends that we refrain from having a tutor policy, per Mr. Flynn's advice. Director Adamczyk concurs and recommends a discussion of an amendment to general rules regarding tutor-type situations.
  
- d. State Aid Review: Director Adamczyk recommends that we postpone State Aid discussion until Trustee Frank Shroth is in attendance.

**New Business:**

a. Staff Conference proposal: Librarian Sara Truog submitted a written request to attend Book Expo America in New York City on May 29. Cost for conference fees and travel would be \$301.

Motion made (R. Czwakiel) and seconded (B. McLaughlin) to provided \$301 from general fund for Ms. Sara Truog's attendance at the 2015 BEA.

The motion **Passed**, with Eight (8) Trustees voting Yes, Zero (0) Trustees voting No and Zero (0) Trustees abstaining.

b. Milton Art Center proposal: Joan Clifford, Executive Director of the Milton Art Center submitted a written proposal to "secure Library permission for an outdoor spot to display a teen Boy Scout groups project." The Trustees agreed informally that it would be acceptable as long as it did not interfere with plantings.

c. Director Annual Evaluation: Read forms, contract, and feedback from preliminary committee for meeting in June.

**Proposed meeting Dates and Times:** May 4, 2015 6:30 PM

May 18, 2015

June 8, 2015?

A heartfelt thanks and farewell to Trustees Barbara Mason and Brendan McLaughlin for their many years of committed service!

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

Respectfully Submitted,

Elizabeth Alvarez  
Secretary