

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

Monday

May 18, 2015 – 7:00 PM

Milton Public Library

Present: Trustees Elizabeth Alvarez, Hyacinth Crichlow, Raymond Czwakiel, John Folcarelli, Andrea Gordon, Kristine Hodlin, Frank Schroth, Herb Voigt and Director William Adamczyk.

Absent: Paul Hays

Approval of Agenda:

Approved (Unanimous).

Secretary's Report:

A motion was made (F. Schroth) and seconded (H. Crichlow) to approve March 9 meeting minutes. The motion **passed** with Six (6) Trustees voting Yes, Zero (0) Trustees voting No, and One (1) Trustee abstaining.

A motion was made (H. Crichlow) and seconded (J. Folcarelli) to approve April 13 meeting minutes. The motion **passed** with Six (6) Trustees voting Yes, Zero (0) Trustees voting No, and One (1) Trustee abstaining.

A motion was made (H. Crichlow) and seconded (A. Gordon) to approve May 4 meeting minutes with changes. The motion **passed** with Six (6) Trustees voting Yes, Zero (0) Trustees voting No, and One (1) Trustee abstaining.

Treasurer's Report: A short discussion was held concerning cash value versus market value of the Library's current holdings.

A motion was made (R. Czwakiel) and seconded (H. Voigt) to approve April Treasurer's Report. The motion **passed** with Seven (7) Trustees voting Yes, Zero (0) Trustees voting No, and Zero (0) Trustees abstaining.

Director's Report:

- a. Statistics: Director Will Adamczyk reports that while total circulation is down 9%, digital circulation continues to rise. The OCLN is meeting the needs of this growing demand with the Mass. Commonwealth ebook Project. Director Adamczyk presented the details for the project, including the ebook sources, funding, OCLN membership and the impact on user services at MPL.
- b. Budget: Director Adamczyk answered questions about the material budget and salary lines. Director Adamczyk will transfer \$18K remaining in salary lines to general funds. These funds can pay for Overdrive expenses.
- c. Staffing Issues: MPL has a new part time position opening for July 1. The position is for sixteen (16) hours per week at the circulation desk. Director Adamczyk will post the position locally.
- d. Building Issues: Compliments to the art projects sponsored by the Milton Art Center; the outdoor installation is a welcome addition to the library. Director Adamczyk reports that there are more to come.
Director Adamczyk reports that he is in conversations with an electrician concerning smoking ballasts.
- e. June Agenda:
 - a. Topic going forward for June meeting: a naming/plaque policy that would best benefit the Library.
 - b. Chair Kris Hodlin reports that Senator Joyce attached an amendment to the Library Bill in the Senate that would

include \$43K for traffic issues and a parking lot.

Committee/Liaison Reports:

- a. Committee Assignments: To be determined at June meeting.

- b. Friends of the Library: Director Adamczyk reports that the Friends are actively recruiting more members. The Friends events are still bringing in lots of patrons, the Princess Tea hosting 65 people.

- c. Milton Library Foundation: The Foundation has a new president, Aisha Saunders Jackson. A conversation was held concerning the plans for and goals of a Foundation endowment.
This year's Foundation Gala will host author, Alice Hoffman.

- d. Milton Reads: The Milton Reads committee will narrow down the submissions for titles in Fall 2015. A selection will be announced in Spring 2016.
Director Admaczyk continues to host quarterly Book Club.

- e. Budget Subcommittee
 - i. Kidder Building: Communication is open and bills are being paid.
 - ii. Five-Year Budget Plan: Work in Progress

- f. Buildings and Grounds
 - i. Parking Lot/Turnaround: A conversation was held concerning the cost of the turnaround and a parking lot on Reedsdale Road. Prices will determine priority going forward with each project.
 - ii. Sod/Planting: A conversation was held concerning the cost of the planting of a rose bed and a Stuartia tree.

A motion was made (F. Schroth) and seconded (H. Voigt) to approve up to \$4K out of General Funds to purchase a rose carpet and Stuartia tree .

The motion **passed**. (Unanimous)

Old Business:

- a. Town Meeting Review: Director Adamczyk reports that Article 16 passed with the amendment that all five (5) members are appointed by the Moderator.
 - i. Trust Fund question discussion: Trustee Frank Schroth noted that the MPL Board of Trustees is the sole sovereign board whose funds are broken out in an End of Year Report. Chair Kris Hodlin expressed the need for all Trust funds to be included in the Annual Report, including a description of what these funds do. A conversation followed about how to present those reports to the Town Meeting.

- b. Long Range Planning update: Director Adamczyk reports that the last meeting of the LRP committee discussed the elimination of irrelevant service priorities. Director Adamczyk will gather Staff reaction at this week's meeting.

- c. Tutor Policy: Chair Hodlin reports that John Flynn approved our tutor policy with minor changes. Will discuss next month.

- d. State Aid review: Director Adamczyk reports that State Aid had its biggest jump in FY15.

e. Chair Hodlin requested further attention to the energy needs of the MPL, including alternative energy sources.

A motion was made (H. Voigt) and seconded (F. Schroth) to establish a committee to focus on energy needs of the Library. The motion **passed.** (Unanimous)

Trustees Herb Voigt, Andrea Gordon, and Frank Schroth volunteered to form said energy committee.

New Business:

a. Stackpole Scholarship: Director Adamczyk reports that there is one graduating Page this year.

A motion was made (L. Alvarez) and seconded (R. Czwakiel) to make scholarship presentation of \$500 to Sean Ng-Pac at June meeting.

The motion **passed.** (Unanimous)

b. Trustee Andrea Gordon presented the idea of “Give and Take” Library boxes in park settings. A conversation followed about the development of these “little libraries” or “awesome boxes” as a potential Scout/Service/Collaborative project.

Proposed meeting Dates and Times: June 8, 2015

A motion to adjourn the meeting to Executive Session was made (H. Voigt), seconded (R. Czwakiel) and unanimously approved.

Respectfully Submitted,

Elizabeth Alvarez
Secretary