

**BOARD OF LIBRARY TRUSTEES MEETING MINUTES**  
**Monday**  
**July 12, 2021 – 7:00pm (at Milton Public Library (“MPL”))**

**Present:** Trustees Paul Hays (Chairperson), Philip Driscoll, John Folcarelli, Kristine Hodlin, Hyacinth Crichlow, Sindu Meier, James Potter, and Library Director, William Adamczyk

**Absent:** Raymond Czwakiel, Jamie Levash

**Citizens Present:** Connie Spiros, Kathleen O’Donnell, Patty Sanchez, Vanessa Foster

**Citizens Speak:** N/A

**Secretary’s Report:** On a motion by K. Hodlin seconded by J. Folcarelli, the minutes of the June 14, 2021 Board of Library Trustees Meeting were unanimously approved.

**Friend’s & Library Foundation Discussion:** Officers of the Friends of the MPL discussed concerns with a recent Library Foundation Newsletter and the missions of each organization. Trustees of the MPL further discussed Foundation Newsletter, missions of each organization, communication between each group, and next steps. P Hays. and W. Adamczyk to meet with Foundation President to discuss protocols around communications, missions, and future combined meetings between MPL Trustees, Library Foundation, and the Friends.

**Personnel Committee Update:** P. Hays gave an update on the Library Director’s evaluation and upcoming annual goals.

**Library Services/Reopening Update:** W. Adamczyk reported that the library restored evening hours as of July 6<sup>th</sup>, children programming events have been well attended, and requests for meeting rooms are starting to come in. The scheduling and booking of meeting rooms is targeted for September.

**Directors Report:** W. Adamczyk provided usage statistics and gave updates on the following: HVAC issues; three short term flash power outages; outdoor shade structures have been ordered; meetings with the Town Accountant to finalize year end numbers have been occurring; book shop is open; and the Kidder Building.

**Sorter (AMH) Replacement:** W. Adamczyk gave an update on the library’s Automated Materials Handling (AMH) Sorter. The AMH Sorter is at “end of life”, the equipment is experiencing an increase in mechanical issues, the model is no longer made (including parts), and runs on Windows 7 software which is no longer receiving updates or being supported. The task of researching an AMH Sorter replacement was turned over to the Building & Grounds Committee.

**New Business:** P. Hays and H. Crichlow brought up for discussion the protocol to follow when trustees are reaching out to the Library Director and/or the Associate Director. It was decided that an email to the Library Director and the Associate Director with a copy to the Trustees Chair would be the proper protocol. If there is an immediate concern, a telephone call to the Library Main Telephone Number would be most appropriate.

**Future Meetings:** P. Hays reviewed Trustee's Calendar and items for future meetings. Updates from the Trust Fund Review Committee, Building & Grounds/Capital Committees, and the Treasurer will be given at the September Trustees Meeting.

**Future Meeting Dates:** September 13, 2021; October 18,2021; November 8, 2021; December 13, 2021

**EXECUTIVE SESSION:** None

A motion by P. Driscoll seconded by H. Crichlow to adjourn the meeting was passed unanimously, and the meeting adjourned at 8:36pm.

Respectfully Submitted,

Jim Potter  
Secretary