

**Milton Public Library Trustees**  
**9/9/2019, 7pm**  
**Milton Library, Milton MA**

**Present:** Ray Czwakiel, Hyacinth Crichlow, Paul Hays, Jim Potter, John Folcarelli, Chiara Frenquelluci

**Absent:** Phil Driscoll, Sindu Meier, Kris Hodlin

Chair Ray Czwakiel opened meeting, 7:02pm

**Citizen's Speak:** No citizens present to speak

**Executive Session**

1. Formal Voice Vote Conducted to go into ES, all Aye no abstentions
2. Formal Voice Vote Conducted to conclude ES, all Aye no abstentions

**Secretary's Report**

1. Approval of the July 15<sup>th</sup> minutes
2. HCrichlow moves to approve minutes, CFrenquelluci 2nds
3. Passed unanimous, no abstentions

**Treasurer's Report**

1. HCrichlow presents treasurer report
2. JFolcarelli moves to accept the Treasurer's Report

**Update/Discussion/Possible Action**

1. Library Fines
  - a. William Adamczyk and Sarah Truog present analysis of pros and cons of library fines and a change in library policy regarding fines; the introduction of the topic for consideration at future meetings
  - b. Initial consideration for waiving fines for late books; will continue to charge for lost and damaged books
  - c. Present examples from other libraries that have gone fine-free

- d. As more of library resources become digital, less annual fines collected, a diminishing source of revenue; will continue to decrease
  - e. Discussed the variables and systems of managing a reduced fine system
  - f. Fines aren't monies from the town budget, would have to cover the revenue through other sources – the library admin understands this and would accept the responsibility of having to replace the revenue.
  - g. Lengthy discussion ensued with all participating
2. FY19 Town Annual Report Submission
- a. Reviewed Annual Report Draft letters; discussion, no vote taken.
3. FY21 Library Capital Committee Request
- a. Three Capital recommendations to be submitted to the town for consideration
  - b. HCrichlow motions to move that recommendations go forward for review by the town, seconded by CFrenquelluci; passed unanimously, no abstentions
4. Director's Report
- a. Usage Updates
  - b. HR Updates on hiring and tasks to be covered by new hire replacing retiring staff member; new internal candidate hired to start at end of September
  - c. Hiring process is underway to replace vacancy by the hiring of internal candidate; posting and process for hiring underway
  - d. Overall door locking system is up and running; two doors remain
  - e. New cleaning company has begun in August
    - i. Initial impression is a big improvement
  - f. Preparing for FY21 budget work; Director plants the seed that the FY21 budget process will be very challenging, with the possibility of cuts, difficult budgetary decisions
  - g. Update that union negotiations with the town will continue
  - h. Other – addition brief updates from Director, no action needed, no votes taken
  - i. Will consider making a donation to the new neighborhood Teen Center in support of neighbor and resource to bear the weight of having a safe space for teens in afternoon
5. We should prepare to discuss Exhibit policy at next meeting

6. Kidder: status quo; still working with the town to finalize the process of collecting revenue via the Kidder rental to reach the library
7. Subcommittees
  - a. Committees working, no significant information to report or action to take
8. Fall Town Meeting moved to January
9. One Day Library
  - a. Town bylaw would have to be changed; can't have one-day "license" given current bylaw
  - b. Change should come from the Select Board but would apply to the whole town
10. Discussion: how to strengthen the effectiveness of the relationship between supporting friends groups and the trustees and library leadership
  - a. Will organize a plan and an annual full combined board meeting to facilitate authentic relationships to discuss at future meetings

PHays made motion to adjourn, JFolcarelli seconded, and the Trustees voted unanimously to adjourn the meeting at 8:42pm.

*Respectfully Submitted, Paul Hays, Trustee, Chair of HR Committee*