

## Board of Library Trustees Meeting Minutes

Monday, September 8, 2025 - Keys Community Room

Attendees: Will Adamczyk, Hyacinth Crichlow, Susan Doyle, John Folcarelli, Paul Hays, Jaime Levash, Jim Potter, Chair.

Zoom Attendees: Sean Bentley, Sindu Meier

Non-Attendees: Kristine Hodlin

Attendees: Partnering groups with Library: Library Foundation Members, Nick Milano, Town Manager and Shannon Kwiatek, Friends of the Milton Public Library

❖ Meeting being recorded by Owl Device

### 1 – Call to Order

### 2 - State of the Library Presentation

- Presentation - Doing very well for a town of our size– Please refer to Will’s previously sent State of the Library notes.
- A team of people will be developing adult programming
- Highlights and improvements:
  - Two nook study pods installed
  - Story Hour room now completed
  - 3<sup>rd</sup> annual open house great success
  - An upgraded online calendar and museum pass system
  - Finances — Trustees, Foundation and Friends
  - Overall one year plan
- Strategic Priorities – near the end of the current strategic plan
  - Library Trust Fund
  - Discussion with Library Partnering Groups

### 3 - Secretary’s Report

- Approval of June 10, 2025 Meeting Minutes – approved secretary’s report , proposed PH seconded by JL , all approved

### COMMITTEE REPORTS

### 4 - Report of the Building Committee

- Parking update – going to SB tomorrow night to recommend SB join the new parking lot task force. Also presenting an RFP for \$10,0000. Parking location is ideal on Canton Ave.

Proposed by PH, seconded by HC , all approved to fund from Building Fund Trusts \$10,000.00.

- Urn update – replacing the one old urn with two new urns. More economical if done this way rather than creating an urn to match old urn.

#### 5 – Report of the Personnel Committee

- The Director had a great evaluation Review. Will be using it for part of the new strategic plan.

#### 6 – Report of the Equity & Inclusion Committee

- Open House Update – 199 people enjoyed their amazing Tacos and – Ice cream -All Gone!!!, Music and donuts were great and very popular. A big Thank you to Jaime Lavash and Shannon Kwiatek , of the Friends, for organizing this great event!
- Town DEI Update – team building held within district for all five Town departments.

#### 7 – Report of the Strategic Planning Committee

- **ACTION** - Approval of FY27 MPLC Action Plan
- **ACTION** - Approval of additional funds for continued deep cleaning
- Go to Page 13 of Will's report – go to focus groups, open to public, asking for help/expertise of public for creating strategic plan.
- State needs to approve, more detailed plan for next year. Page 50 of packet. Social workers, deliverables will be here by October 1....town social worker, Ann Grossman.
- Approval of Strategic planning, proposed by HC, seconded JF, all approved.
- Approval of deep clean monies coming from the Trust Funds –General Fund, proposed PH and seconded JF, all approved.

#### Continuing Business

#### 9 – Library Director's Report – go to Director's previously sent report

- Staffing changes:

Personnel - Regan Mulcahy – Dir of Adult services , Micaela Soucy- new reference head. Library will be fully staffed in a few weeks.

- Building issues – gas company repaired gas leaks and replaced hot water heater.
- Stains on furniture being replace by new furniture in big print room.
- For the 2026 adult fiction award Will is a judge for the MA LIB ASSOC.
- New computer system for all OCLN libraries
- Writer in Residence Program - Kim McLarin has been chosen as the 2026 Writer in Residence.

You will find her biography in the the MPL newsletter and Milton Times.

Sept 18<sup>th</sup>. Calvin's last day as 2025 Writer in Residence

- FY26 Budget update
- State House update
- OCLN committee updates

10 – Communications and next steps with Library Partners

11 – Other

### NEW BUSINESS

12 – DISCUSSION/ACTION – Policy Review – Tutor Usage Policy

Changes – two grammatical changes to policy

- \_ One policy change – rooms will not need to be reserved for Tutoring usage.

Proposed by HC, seconded by JF, all approved.

13 – Other new business – Herb Voigt's wife, Ronit Voigt, would like to fund raise on her own to help sustain the Writer in Residence program. Providing \$5,000.00 per year to help supplement the Writer in Residence program. This would go toward programming and additional speakers.

14 – ACTION - Approval needed in November for a New Library Warrant Policy concerning MPL bill payments. A new policy needs to be created to make bill payments timely and efficient.

15 - ACTION -\$4,000.00 ( total), was approved to cover staff attendance at the A.L.A and P.L.A. Conferences. Proposed by PH, seconded by JF, approved by all. This is from the General Fund.

Motion to Adjourn - motion to adjourn proposed HC, seconded JF, all approved.

### FUTURE MEETING DATES

- ❖ November 10, 2025
- ❖ December 2025 (Committee)
- ❖ January 25, 2026
- Items for future meetings:
  - ❖ November – Budget & Finance, Strategic Plan, Parking

Respectfully submitted,

Susan Doyle, Secretary, September 8, 2025

The only thing that you absolutely have to know, is the location of the library.

Albert Einstein