

Milton Public Library
Board of Trustee Meeting Agenda
Milton Public Library Community Room
September 20, 2021 6:00pm

The Milton Library and Trustees met in person and provided the public with meeting information.

Present: Lisa Barron – Chair, Beth Bouchard – Treasurer, Ela Dupont – Secretary, Tracy Hughes – Member at Large, Matthew Davis – Director. Public – Lorraine Kelm, Shelly Hitchcox

Call to Order: The meeting was called to order at 6:07 p.m.

Agenda Adjustments: Staff Feedback and Executive Session to discuss personnel was added.

Public Forum: No comments made during public forum.

Welcome our new Director, Matthew Davis! Matthew is happy to be here and has noted that all staff have been patient, wonderful, and incredibly helpful.

Approval of August 11, 2021 Minutes: Tracy Hughes motioned to accept library minutes from August 11, 2021 as written. Beth Bouchard seconded. None opposed. Motion carried.

Friend's Report: Shelly Hitchcox reported that the ice cream social in August was fairly successful weather was a limiting factor. The book sale and bake sale Sept. 18 was very successful with lots of attendance. The basked raffle fundraiser will occur this year with a question of whether the MPL website can be used or a new plan must be created for online basket raffle. Friends meeting to be held this Wednesday 9/22/21.

Staff Feedback: Tracy Hughes reported that staff feedback was positive and complimented all the hard work of all the staff during the transition process this summer and early fall.

Director's Report: August statistics were presented. Curbside pickup may be declining but no clear trend yet. FY 2023 budget due date was 9/20/21 but MPL received extension due to new director. He will work to review expenditures to determine if there are efficiencies to be gained and he will work to develop a spreadsheet to track expenditures in real time. Vendor log was reviewed and signed by trustees. Auditing and internal controls to be further explored regarding maintaining Friends cash/checks in library. Tech Group technology contract will be reviewed and may be terminated except for sonic wall support. The Cares grant money was used to purchase a public copier. The ARSL grant was submitted to partially fund a multimedia event space. The library has not received any news when it will receive its ARPA grant money or its allocation from the town's ARPA grant money. A tech audit of network/computers/wireless/wiring in the library may be indicated. The Aspen Discovery/Website go live date needs to be set and Matthew will shoot for end of October. Collection development, inventory, and weeding is a project that will be initiated later. Used and donated books storage space is at a premium and no donated books will be accepted until storage space can be assessed and determined where the best location for storage is located. Staff job descriptions to be reviewed as a project later in the year.

Matthew will reach out to the town to determine if anyone's increased hours have made them eligible for ACA benefits and if those benefits have been offered to any staff that may be eligible due to increased work hours related to two open positions. The outreach librarian has permission to use the town car for outreach and Matthew will work with her to create a plan to resume outreach. Security cameras in the library are out of date, do not record well, have many blind spots, need significant updating. This would be a capital improvement project and the process for capital improvements is competitive within the town with other departments. Years could be spent waiting for improvements. The furniture in the library and entryway will be rearranged to improve line of sight from the circulation desk to the front door. Matthew was interviewed by *The Islander* on 9/20/21. Matthew will work to look at staffing to figure out what an appropriate model is with a comparison of pre-COVID to COVID scheduled hours. The children's librarian position was updated, and Matthew will be sending to Lisa for posting on indeed.com. Staff communication will be changing with multiple shorter meetings planned by the director with staff to increase frequency of communication with staff members. The monthly trustee meeting set time was moved to the second Monday of the month at 6 p.m. Minutes for trustee meetings will be sent to Matthew for posting on the library website.

Treasurer's Report: Beth Bouchard and Lisa Baron are now on the signature card with the bank.

New Business for the Next Agenda: Standing meetings will be moved to 2nd Monday of the month at 6 p.m. Add Staff Feedback to agendas of board meetings. Follow up on staff/director evaluation process.

Executive Session to discuss personnel: Ela Dupont motioned to enter executive session at 8:08 p.m. and Beth Bouchard seconded. Executive session was exited at 8:33 p.m.

No action was taken after exiting executive session.

Adjournment: Tracy Hughes motioned to adjourn. Beth Bouchard seconded. All in favor. Motion passed. Meeting adjourned at 8:33 p.m.

The next Trustee Meeting will be held in the program room of the Milton Public Library on Monday October 11, 2021 at 6 p.m.

Minutes submitted by Secretary Ela Dupont.