

**Milton Public Library**  
**Board of Trustee Meeting Minutes**  
**Thursday, April 8, 2021 6:00 p.m.**

**Due to COVID-19, there was no physical location for this meeting.**

**The Milton Library and Trustees met remotely and provided the public with meeting information.**

**Present:** Lisa Barron – Chair, Beth Bouchard – Treasurer, Ela Dupont – Secretary, Tracy Hughes – Member at Large, Kathy Dulac – Acting Director. Public – MaryBeth Peterson, Shelly Hitchcox

**Call to Order:** The meeting was called to order at 6:00 p.m.

**Agenda Adjustments:** Acting Director Dulac requests executive session to discuss personnel matters.

**Public Forum:** None

**Policy Review Planning:** Discussed need for plan to create new strategic plan for next 3-5 years. Last update was 2018. Options discussed included surveys, committee with board, public, staff to develop plan. Discussed importance of community input and input of new director once hired. Suggested to send out survey prior to new director hire to allow director to have public/staff/board feedback ready upon hire to assist with development of strategic plan. Acting Director Dulac has survey she would like to use and will research with other libraries to see how they received feedback during the pandemic, e.g. Facebook, website link, inclusion in curbside bags, survey monkey/paper combo. Action item: Board to give Dulac feedback before next meeting or at next meeting on survey.

**Approval of Minutes: March 4, 2021:** Tracy Hughes motioned to accept library minutes from March 4, 2021 as written. Ela Dupont seconded. None opposed. Motion carried.

**Friends Report:** Shelly Hitchcox reported that the Friends paid for the summer programming and purchased gift cards for the summer reading program.

**Director's Report:** Acting Director Dulac updated trustees on statistics, numbers report, budgeting status report, lost/missing log, vendor log, and review of purchasing for March 2021. Acting Director Dulac submitted for second round of Cares grants to request funds for a laptop. Library reopening update provided and will follow town guidance. Town likely to open offices mid-late Summer. Library Summer programming planned flexibly to be virtual, outside, inside if allowed. MaryBeth Peterson discussed Project Connect to improve Wi-Fi connectivity for library in community room and outside the library. Peterson is awaiting response to request to schedule improvements with Project Connect. Peterson presented info re: Wowbrary technology to supplement social media advertising of new library items available for loan. Cost for this service estimated to be \$400. Shelly Hitchcox said she would present this to the Friends of the Milton Public library for approval, but anticipated approval to support the cost x 1 year to trial the service.

**Treasurer's Report:** Beth Bouchard reported \$0 checking balance, with one outstanding check of \$100. It was noted that last two deposits made went into money market account rather than checking account. This is not an issue because if overdraft occurs, bank pulls funds from money market account with no penalty. Acting Director Dulac to follow up to determine correct account number for checking account to ensure future deposits made into checking account.

**New Business for the Next Agenda:** Strategic Plan Survey Feedback

**Executive Session:** Tracy Hughes motioned to enter executive session at 6:51 p.m. Beth Bouchard seconded. None opposed. Exited executive session at 7:25 p.m.

**Adjournment:** Ela Dupont motioned to adjourn. Beth Bouchard seconded. All in favor. Motion passed. Meeting adjourned at 7:28 p.m.

**The next Trustee Meeting will be held remotely on Wednesday May 5, 2021.**

Minutes submitted by Secretary Ela Dupont.