

Milton Public Library
Board of Trustee Meeting Minutes

Monday, January 10 6:00 p.m.

Meeting in the Program Room, Milton Public Library.

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

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

Call to Order: The meeting was called to order at 6:05 p.m.

Agenda Adjustments: None

Public Forum: No comments were made during the public forum

Approval of Minutes: December 15, 2021: Beth Bouchard motioned to accept library minutes from December 15, 2021 as written. Ela Dupont seconded. None opposed. Motion carried.

Friends Report: The Friends of the Milton Public Library completed their annual basket raffle and winners were notified by phone. Matthew Davis plans to meet with the Friends January 19, 2022 at 7 p.m. in the Library Community Room.

Staff Feedback: Staff members were wondering how weeding decisions were made. Mr. Davis explained that items from the collection that haven't circulated in 5 years were being weeded from the collection. After those items are removed, the library collection will be fine-tuned toward the goal of 60% adult materials and 40% youth materials. The current balance of the collection is 70% youth materials and 30% adult materials.

Director's Report: Matthew Davis presented the director's report as written. December statistics, finances, expenditures review, and vendor log reviewed with the board. The library had required masking to enter and had been practicing physical/social distancing and plans to continue to engage in COVID-19 risk mitigation strategies including continuing with curbside pick up 3 days a week and being open to public 3 days a week. The safety of staff and patrons of the library is the primary focus of all COVID-19 risk mitigation strategies at the library. The thinning of the library collection continues and is moving along positively with some items thinned from the collection receiving a second life through donation. Pratt and Smith electricians are putting together an estimate for updating electrical and cable systems in the library. The Tech Group is coming 1/12/22 to assess the network set up. The library team is looking to rearrange space for efficiency and ease of patron access. The library's component of the 2021 Milton Town Annual Report was written by library staff and has been submitted for inclusion. Mr. Davis received an extension and is working on the 2021 Vermont Public Library annual report. The children's librarian position remains open.

Treasurer's Report: Beth Bouchard reported on accounts at TD Bank.

Discussion about the Trustees' bank account: Funds may need to be spent to update electrical systems in the library.

New Business for the Next Agenda: None noted.

Executive Session to discuss personnel: Tracy Hughes motioned to enter executive session at 7:08 p.m. and Judy Schmidt seconded. Executive session was exited at 7:41 p.m. No action was taken as a result of the executive session.

Adjournment: Ela Dupont motioned to adjourn. Judy Schmidt seconded. All in favor. Motion passed. Meeting adjourned at 7:46 p.m.

The next Trustee Meeting will likely be held remotely due to the resurgence of the COVID-19 virus on Monday February 7, 2022 at 6 p.m.

Minutes submitted by Secretary Ela Dupont.