

Milton Public Library

Board of Trustee Meeting Minutes

Monday, February 7, 2022 6:00 p.m.

Due to COVID-19, there was no physical location for this meeting. The Milton Public Library encourages remote participation. Please email mdavis@miltonvt.gov for meeting information.

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 6:13 p.m.

Agenda Adjustments: No executive session is needed in this meeting.

Public Forum: No comments were made during the public forum

Approval of Minutes: January 10, 2022: Judy Schmidt motioned to accept library minutes from January 10, 2022 as written. Tracy Hughes seconded. None opposed. Motion carried.

Friends Report: The Friends of the Milton Public Library will have a to-go Chili event with the Milton winter festival on 2/13/22. Mary Beth will be sending out copy of MOU of Fletcher Free Library friends' organization and officer descriptions and notes from January friends of MPL meeting to all people on Friends email list. Matthew Davis to work on moving tables and room set up for Chili event. At next friends meeting in March, hope to elect slate of friends' officers. Meeting date not set yet.

Staff Feedback: Staff member feedback was solicited by Tracy Hughes. Staff feel firmly that we should keep children's librarian position posted full-time until we receive a viable candidate, despite not receiving candidates thus far. Staff also asked when they would have an increase in pay. Matthew Davis explained the plan for budgeting for raises for the staff and stated that staffing budgetary issues were reviewed with staff when the budget was developed. Staff also had questions when programming would happen in person in the library. Reviewed plan to re-initiate in-person programming at a seven-day COVID-19 positivity average of 5% or less. Staff were appreciative of holiday gift from the board of trustees.

Director's Report: Matthew Davis presented the director's report as written. January statistics, finances, expenditures review, and vendor log reviewed with the board. The public and staff internet switches have begun to fail. Tech Group came to look at switches and found they were overheating due to fans not working internally. Tech Group gave a quote for switches and order placed for switch replacement, to be around \$2200 not including set up/labor. This will come from hardware/technology line in budget. Pratt Smith electricians provided quote for materials and labor of \$7150 to cover electrical and data work to be done, including lighting issues, floor data and electrical receptacles, and moving the circulation desk in library. This could come from library board of trustees' bank accounts, combined with Friends support. ARPA funds could be used to purchase new desks and tables. Self-checkout areas are being explored for some point in the future. There is an additional plan to create a homeschool space within the library and to shift shelves in the library. Assistance from the town in terms of manpower would be needed to move freestanding shelves in the library and the town is at this point unwilling to

provide the necessary assistance. Collection development and the thinning of the library collection continues and is moving along positively. The library team is making plans rearrange space for efficiency and ease of patron access. New library cards have arrived. A permanent outside story walk is being explored to provide additional family programming at Bombardier Park. The children's librarian position remains open. Plan to continue to explore next steps in outreach model to local daycares, and to explore mentoring and tutoring at the library. Director Davis is trying to create a substitute list for library staffing.

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

New Business for the Next Agenda: None noted.

Adjournment: Ela Dupont motioned to adjourn. Judy Schmidt seconded. All in favor. Motion passed. Meeting adjourned at 7:19 p.m.

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

Minutes submitted by Secretary Ela Dupont.