

Milton Public Library

Board of Trustee Meeting Minutes

Monday, October 11, 2021 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, Michelle Desranleau

Call to Order: The meeting was called to order at 6:04 p.m.

Agenda Adjustments: Executive Session to discuss personnel was added.

Public Forum: No comments were made during the public forum

Approval of Minutes: September 20, 2021: Judy Schmidt motioned to accept library minutes from September 20, 2021 as written. Ela Dupont seconded. None opposed. Motion carried.

Friends Report: Tracy Hughes and Ela Dupont provided a brief update. The Friends of the Milton Public Library will be having their annual basket raffle, with baskets currently being accepted for donation. The friends are unable to use Facebook to manage the raffle virtually so all ticket purchases will be made in person. An assortment of donated baskets will be brought to the MHS craft fair 11/13/21 by volunteers.

Staff Feedback: One concern was noted related to the length of time it is taking to fill the Children's librarian position as the staff member feels it is affecting programming for children in the library.

Director's Report: Matthew Davis presented the director's report as written. He discussed with the board the potential benefits of the trustees becoming a 501c3. Beth Bouchard will work with Matthew Davis to explore this further. E rate funding was discussed, where the government subsidizes or pays for internet and equipment. E rate funding would also allow more access to funding streams to update library infrastructure. Matthew Davis to follow up on gathering more information on e rate funding. Lorraine Kelm is working on running reports for collection development and to identify those items that have not circulated in the last 5 years as part of modernizing the collection. Matthew Davis reviewed September statistics with the board of trustees and provided a technology update. The TV will be mounted on the wall of the library community room to allow for programming improvements. Cabling and access points in the library are old and will require upgrading. The Tech Group contact was updated to focus on only those computers that require support. The library website is migrating at the end of October from Rambletype to Aspen Discovery. Matthew Davis reviewed the FY 2023 budget with the board of trustees and emphasized the need to take care of human capital in the budget to right side the pay rates of staff. An update on recruitment for the Children's Librarian position was provided and a plan was created for interviewing candidates as needed.

Treasurer's Report: Beth Bouchard reported on deposits at TD Bank. Board of Trustees checks were reordered at TD Bank.

New Business for the Next Agenda: None noted.

Executive Session to discuss personnel: Tracy Hughes motioned to enter executive session at 7:36 p.m. and Ela Dupont seconded. Executive session was exited at 8:02 p.m. No action was taken as a result of the executive session.

Adjournment: Tracy Hughes motioned to adjourn. Judy Schmidt seconded. All in favor. Motion passed. Meeting adjourned at 8:11 p.m.

The next Trustee Meeting will be held in the program room of the Milton Public Library on Monday November 8, 2021 at 6 p.m.

Minutes submitted by Secretary Ela Dupont.