

**Milton Public Library**

**Board of Trustee Meeting Minutes**

**Monday, November 8, 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, Shelly Hitchcox, Kathy Stankiewicz

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

**Agenda Adjustments:** None

**Public Forum:** No comments were made during the public forum

**Approval of Minutes: October 11, 2021:** Judy Schmidt motioned to accept library minutes from October 11, 2021 as written. Tracy Hughes seconded. None opposed. Motion carried.

**Friends Report:** Shelly Hitchcox provided an update. The Friends of the Milton Public Library will be having their annual basket raffle, with baskets currently being accepted for donation – 42 donated thus far, with 3 more coming. An assortment of donated baskets will be brought to the MHS craft fair 11/13/21 by volunteers. 11/13/21 is Shelly's last day as president of the Friends of the Milton Public Library. The basket raffle drawing date will move to December 18, 2021.

**Staff Feedback:** 5 staff responded to requests for feedback. Positive feedback received re: library director open door policy. Staff are anxious about changes, and would like to know when a Children's Librarian will be hired.

**Director's Report:** Matthew Davis presented the director's report as written. Zoom interview with candidate for Children's Librarian position to be scheduled by Mr. Davis and will include library staff. Plan is to assess Children's Librarian position to see what hours they will work, and programming will be provided to fit the scheduled hours of this position. Plan to focus on high impact programs and not try to do everything. Curation of collection continues and is time consuming and labor intensive. Appreciation expressed to all volunteers assisting with this endeavor, as well as staff. Top 4 priorities for Mr. Davis are filling the Children's Librarian position, indoor children's story time, collection development, and issues re: grant funding. October statistics, finances, FY 2023 budget update presented by Mr. Davis. Aspen Discover website updated and currently live. EBSCO Novelist Plus/Library Aware are improvements that include a searchable database and marking and promotion assistance for the library. They are digital resources that can future proof the library. Collection development and weeding have uncovered a cataloging issue that Mr. Davis will work to resolve with staff input. ARPA funds will be used to update the physical plant of the library including the circulation desk.

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

**New Business for the Next Agenda:** None noted.

**Executive Session to discuss personnel:** Judy Schmidt motioned to enter executive session at 7:18 p.m. and Tracy Hughes seconded. Executive session was exited at 8:07 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 8:15 p.m.

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

Minutes submitted by Secretary Ela Dupont.