

## Milton Public Library

### Board of Trustee Meeting Minutes

Due to COVID-19, the board met virtually and there is no physical location for this meeting. The Milton Library and Trustees provided the public with meeting information.

Present: Lisa Barron – President/Chair, Beth Bouchard – Treasurer, Ela Dupont – Secretary, Tracy Hughes – Vice President, Mike Thompson, member at large, Matthew Davis – Director. Public: none present.

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

Agenda Adjustments: No agenda adjustments were made.

Public Forum: No members of the public were present at the meeting.

Approval of March 2022 Minutes: Ela Dupont motioned to accept library minutes from March 7, 2022 as written. Beth Bouchard seconded. None opposed. Motion carried.

Staff Feedback: No staff feedback noted at this time.

Director's Report: Matthew Davis presented the director's report. On 4/19/22 at 7 a.m., Matthew will be meeting with Jeremy and Justin from the town facilities staff to begin to rearrange library shelving. Confirmation has been received from Uplift re: circulation desk changes. Technology for new circulation desks is at the library and awaiting new circulation desks arriving. Once they arrive, the process to change the circulation desk will begin. The hard drive on current circulation desk computer is corrupted. Currently, utilizing another staff computer at circulation desk. There is a plan to update staff and public computers to be initiated with funding reallocated from budget items that won't be used in this fiscal year. Matthew has submitted a Purchase Order for new cataloging systems in the library to facilitate library patron ability to search the catalog. This PO is going through accounting process and then will move forward. 2 children's librarian candidates are interviewing in the next week, with additional resumes received this week that Matthew will review. The router in library failed earlier this month and has been replaced. Focus on end of this fiscal year and next fiscal year will be on addressing wireless access points and technology set up for the library events space. Plan to be developed for activity room set up to consider future use in the era of COVID-19.

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

New Business for Next Agenda: None noted at this time.

Adjournment: Ela Dupont motioned to adjourn. Mike Thompson seconded. All in favor. Motion passed. Meeting adjourned at 6:31 p.m.

The next Trustee Meeting will be held on Monday May 2, 2022 at 6 p.m.

Minutes submitted by Secretary Ela Dupont.