

Milton Public Library

Board of Trustee Meeting Minutes

Milton Library - August 17, 2022

Present: Lisa Barron – Chair, Beth Bouchard – Treasurer, Ela Dupont – Secretary, Tracy Hughes – Vice President, Mike Thompson - member at large, Matthew Davis – Director. Public: Lorraine Kelm.

Call to Order: The meeting was called to order at 6:02 p.m.

Agenda Adjustments: The Treasurer's report was moved up in the agenda.

Public Forum: Lorraine Kelm expressed her gratitude for the support provided by the board of trustees and library staff with the recent loss of her mother. A community member gave feedback asking to explore the possibility of 24/7 lockers for the library. The library will not move forward with this suggestion at this time.

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

Approval of June 2022 Minutes: Tracy Hughes motioned to accept library minutes from June 2022 as written. Beth Bouchard seconded. None opposed. Motion carried.

Friend's Report: Two book sales and ice cream fundraisers were held, with positive financials noted and much community goodwill. President of Friends Jen Dooley moving out of Milton, so Lisa Barron to take of as president of Friends in absence of president to manage the group and file taxes in the fall. Friends to meet in September.

Staff Feedback: Positive support for physical changes to library noted with vision coming together. One staff member is concerned regarding the children's librarian position. One staff member is concerned about the Director's hours and potential for burnout.

Director's Report: Matthew attended a selectboard meeting regarding a non-competitive grant applied for every year to defray costs for ILL delivery system. Playgroup beginning again in September. Youth Services to be focused this way for 0-17 demographic: Kathy to focus on children, Michelle to focus on teens, and Lorraine to oversee all youth services responsibilities with increase in hours to 25/week. Matthew will support collection development and Marybeth will support marketing. Matthew is looking for coverage and to build up a pool of staff to cover time off. Summer programming ending with final event next Saturday. School year programming needs further exploration for 0-5 age bracket. ARPA round 2 grant updates include town to store story walk supplies in the barn if the library provides a tarp to place over supplies until permanent story walk can be implemented. Matthew will work with rec department to potentially put on path to be developed in Bombardier park around athletic fields. Desk update includes monitors, cabling, and software installation to be completed. TV installed in community room. All staff in-service will be needed on Microsoft 365. Matthew's performance review is tentatively set for February 2023.

Review Admin Code as approved by Town of Milton: No questions noted by trustees. Lisa Barron moved to accept admin code as amended by town, carving out the personnel code to administer as the library sees fit. Tracy Hughes seconded. All in favor. Motion passed.

Discuss 501c3 plan: Moved to next month to have time to locate documents re: work done in this regard in 2013.

New Business for Next Agenda: Review budget, 501c3 plan, expense reports, hours of staff working.

Adjournment: Ela Dupont motioned to adjourn. Mike Thompson seconded. All in favor. Motion passed. Meeting adjourned at 7:34 p.m.

The next Trustee Meeting date will be September 14, 2022, at 6 p.m. in the Milton Library Community Room.

Minutes submitted by Secretary Ela Dupont.