

## Milton Public Library

### Board of Trustees Meeting Minutes

Milton Library Community Room, September 28, 2022 at 6pm

Present: Lisa Barron; Tracy Hughes; Beth Bouchard; Ela Dupont; Michael Thompson; Matthew Davis; Lorraine Kelm

Call to Order at 6:00pm

Agenda Adjustments: Lisa B. motioned to add an Executive Session to discuss personnel to the end of the meeting; Tracy Hughes seconded. All in favor, motion passed

Public Forum: No comments

Approval of August 17, 2022 Minutes: Ela D. motioned to accept the August 17, 2022 minutes as written; Tracy Hughes seconded. All in favor, motion passed

Friends Report: MaryBeth reached out to Joyce regarding coffee in the library, which will start back up again soon.

Staff Feedback: Tracy has been advised to continue asking staff for feedback. This month's feedback:

- Trustees who haven't seen the full library should take a tour of the new layout;
- Patrons have voiced concern over the picture book area – this is a work in progress;
- Staff feels there are loose ends – we are asking for specifics on this;
- We are thankful for the outstanding volunteers we have helping us;
- Staff wants to make sure that specific employee feedback is communicated only in a 1:1 from Matthew D. – Trustees advised Matthew to do so;
- Staff feels circulation seems higher

Directors Report:

- Matthew D. met with Tech Group;
- The library upgraded its anti-virus software;

- Staff was trained on the Kyocera machine;
- Matthew D. is in talks to have Office 365 installed on 4 patron computers;
- We have gone through ARPA grant round 2 and the grant has been spent in a timely manner;
- The Permanent Storywalk delivery date is 10/3 – to the storage area for the winter;
- All desktops have been replaced for staff;
- New books are coming in;
- MFCC has been using our Community space
- The Basket Raffle has begun; drawing will be on 12/10/22.

Treasurers Report: All balances are similar to last month

Executive Session: Ela D. motioned to enter Executive Session to discuss personnel; Tracy H seconded. All in favor, motion passed and we entered Executive Session at 6:24pm. Exited Executive Session at 6:35.

New Business for Next Agenda: None

Adjournment: Tracy Hughes motioned to adjourn; Michael Thompson seconded. All in favor, motioned passed. Adjournment at 6:37pm.

Next meeting will be 11/9/22 at 6pm in Milton Library Community Room