

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES

May 3, 2011
6:30 p.m. at the Library

Agenda

Call to order

Public Forum

Minutes from April Trustee Meetings

Librarian's Report

Treasurer's Report

Old Business

- Gnessin donation update (Shelley) Committee Update
- Librarian Resignation Specifics
- Librarian Search Process
- Community Hiring Committee

New Business

Adjournment

Milton Library Trustee Meeting Minutes
Tuesday, May 3, 2011

Meeting called to order at 6:45 p.m.

Meeting began with a tour of the library construction project.

Attendance

Jeanette Cavanaugh, Jen Dooley, Kathy Dulac, Elizabeth Howell, Tracey Hempstead, and Shelly Hitchcox

Review of Meeting Minutes from April 5 & 12 Trustee Meetings

Discussion of minor edits to the April 5 minutes. Jen made a motion to accept the April 5 meeting minutes with the revisions discussed. Tracey seconds. All in favor. Motion passes.

Review and discussion of April 12 meeting minutes. Jeanette made a motion to accept the April 5 meeting minutes with the revisions discussed. Elizabeth seconds. All in favor. Motion passes.

Librarian's Report

May 3, 2011

STATISTICS:

Circulation: Apr. '10 5229 (Bookmobile - 175)
'11 4032

Re-registered patrons: 2036 (Apr. - 73)

Processed Materials: 320

Computer Use: April '10 514 Internet; 14 word processing; 8 children's computer = 536
'11 422 Internet; 0 word processing; 38 children's computer = 460

Tentatively, the move back into the library will begin next Monday, the 9th.

Library Commercial Furniture Bids have gone out to vendors and will be returned and opened on Mon., the 9th, at 11 a.m.

3 programs based on the book, Day of the Pelican, begin on 5/18. 5/18 will be a book discussion; 5/25, a culture/craft food of Bosnia and the Balkan area of Eastern Europe; and 6/1, a talk, "The Refugee Experience", by students from the VT Refugee Resettlement Program. These programs are in cooperation with the Colchester/Milton Rotary Club, the Milton Youth Coalition, and the VT Refugee Resettlement Program.

Adult Book Discussion Group will meet at the Fire Station this Thurs., the 5th, to discuss the book, Grass Harp, by Truman Capote.

Welcome, Baby Tea will take place at the library on 6/4.

VT historian, Howard Coffin, will give a talk on "The VT Cavalry in the Civil War" on June 14th at 7 p.m.

Summer programs begin 6/20th. The theme is "One, World, Many Stories" for 2-12 yr. olds and "You Are Here" for teens.

Jen requested that the closing dates and reopen dates related to the library expansion be placed on Facebook and be put on the placard and placed outside. Shelley offered to send an email to the Friends of the Library to ask them to assist with the move.

Elizabeth made a motion to accept the librarian's report. Jeanette seconds. All in favor, motion passes.

Treasurer's Report

Treasure's reports from November 2010-April 30, 2011 were shared by Jeanette and reviewed by the Trustees. Jen made a motion to accept the Treasurer's reports from November 2010-April 30, 2011. Elizabeth seconded. All in favor. Motion passes.

Old Business

Shelly Hitchcox from Friends of the Library provided an update on the donation committee. Shelly shared the latest rendition from Vermont Trophy & Engraving of the plaque for the Gnessin donation. The general consensus is that the current rendition is not quite hitting the mark. Possible revisions were discussed. Shelly will continue to work with Vermont Trophy to get it just right.

Memorial tree: Shelly is waiting to hear back from Bill Kaigle to discuss the idea for the Memorial Tree display.

Shelly is speaking with Seth Desceneau about the possibility of participating in an auction to search for a new Millie.

Shelly also showed a potential display case available for purchase on e-bay. This would not be for donations, this would be for library displays.

Librarian Resignation Specifics

Fran has a bank of 39 days of vacation left. The library budget was reviewed and a discussion ensued about how to compensate Fran for this time within the current budget, how to meet the staffing needs of the library between now and July 1 as well

as going forward into the new space. Fran will be taking most of the month of June off as vacation days but will still be coming in to complete essential tasks. Trustees asked Fran to keep them updated regarding her vacation time as they would like to compensate her for as much time as possible. Fran does not want the Library budget to suffer in order for her to be compensated for the time. The trustees do not want Fran to leave without appropriate compensation for the vacation time she has earned.

Meeting Room Reservation Process

Discussion of the draft policy for reserving the new library community room. Edits were requested regarding the description of fiscal year, financial responsibility for damages, etc. Jen requested that Fran make the suggested edits and then email the edited document to the trustees for final review.

Librarian Search Process

Shelly asked what we are looking for in terms of experience. It was discussed that an ideal candidate would have a combination of experience, education and tech-savviness. Resumes were reviewed. Three candidates look like good prospects. Discussion about travel expenses for interviews, relocation issues.

Community Hiring Committee

No specific notes regarding this portion of the meeting.

New Business

Fran recommended that the trustees look at Kathy's position and consider changing it from an hourly position to a salaried position. In her current role, Kathy has racked up a large bank of comp time that she is unlikely to ever use. It makes more sense for her position to be a salaried position. Trustees discussed.

Next meeting

The next meeting is scheduled for Tuesday, May 17, at 6:30 p.m.. Elizabeth will not be present, she will on a business trip. She will review resumes and provide comments to the trustees prior to the start of the meeting.

The meeting was adjourned at 8:40 p.m.

Written and submitted by Elizabeth Howell, secretary