

MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 7, 2010  
7 p.m. at the Lister's Room

Agenda

1. Call to order
2. Public Forum
3. Minutes
4. Librarian's Report
5. Treasurer's Report
6. Old Business
  - Conflict of Interest Policy
  - FY '12 budget
7. New Business.
8. Adjournment

## Milton Library Trustee Meeting

Tuesday, Dec. 7, 2010

### Meeting called to order at 7:10

Attendance: Jeanette Cavanaugh, Jen Dooley , Kathy Dulac, Fran Ferro, Heather Sheehan

Absent : Elizabeth Howell, Diane Tanner

No **Public Forum** needed

### Minutes from November 2, 2010 Library Trustee Meeting

Jeanette made a motion to accept, Jen seconded. All in favor.

#### **"LIBRARIAN'S REPORT**

Dec. 7, 2010

#### STATISTICS:

|              |          |      |                    |
|--------------|----------|------|--------------------|
| Circulation: | Nov. '09 | 4993 | (Bookmobile – 106) |
|              | '10      | 4734 |                    |

#### Registered & re-registered patrons:

|          |    |
|----------|----|
| Nov. '10 | 96 |
|----------|----|

|                  |     |
|------------------|-----|
| Processed Books: | 243 |
|------------------|-----|

|            |           |                 |                       |                                |
|------------|-----------|-----------------|-----------------------|--------------------------------|
| Computers: | Nov. '09- | 617 (Internet); | 6 (Word Processing) ; | 9 (children's computer) = 632  |
|            | '10-      | 463 (Internet); | 0 (Word Processing) ; | 42 (children's computer) = 505 |

Despite the short notice given, library closing announcements were able to be advertised on our facebook page and LCATV's public announcements; in the Milton Independent and school newsletter last week. A temporary book drop bin has been placed in the lobby for returns.

Removing the books and shelves from against the walls went smoothly and quickly last Thursday. Staff and volunteers worked together to move books; Dustin and Jamie moved the shelves. Two homeschool families, the Kelms and the Zeiglers, helped in the morning with volunteers, Emily Williams and Annette Schwartz, helping in the afternoon. Adult non-fiction books were back in place by Friday.

Yesterday, the 6<sup>th</sup>, and today, the inner temporary walls were built. Dustin has to put up the shelving units against the new walls before staff and volunteers come in on Wed. to re-shelve the remaining books.

The library's facebook page is chronicling the progress of the library expansion. Check out our groundbreaking picture.

AmeriCorp volunteer, Heather Bell, as part of her work for the Champlain Valley Agency on Aging, will be teaching computer classes for senior citizens beginning Wed., Jan. 5 through to Feb. 23<sup>rd</sup>. These classes will be held at 11 a.m.

Library Standards have been sent to the Dept. of Libraries.

FY 2012 library budget will be presented before the selectboard on Jan. 3<sup>rd</sup> at 6 p.m. "

-Two changes in proposed budget for fiscal year 2011-2012 made by Town Manager Brian Palaia. An 1% increase in salary for all staff and also increases in health insurance based on policy changes and increases in deductibles.

-Monday, January 3rd at 6pm FY 2011-2012 budget present @ Selectboard Meeting. Library is 1st up and as many trustees as can please attend.

-Motion to accept Librarians Report-Jeanette made it, Heather seconded and all passed

-Quick check in on where we are in our spending for fiscal yr '10-'11

Overall doing well, where we are supposed to be

-Fran printed out the actual cost that we have paid for computer maintenance for the past five years as partial justification of the proposed IT Tech position included in this year's budget the numbers are as follows:

|         |          |
|---------|----------|
| FY 2005 | \$2843   |
| FY 2006 | \$4426   |
| FY 2007 | \$1278   |
| FY 2008 | \$1687   |
| FY 2009 | \$3376   |
| Total   | \$13,610 |

### **Treasurer's Report**

Jen made a motion to accept the Treasurer's Report, Heather seconded. All in favor.

**Old Business:**

Conflict of Interest Policy-all voted in favor of accepting it with the changes suggested by the Town Attorney.

Trustees all signed theirs and turned in to Fran

FY '12 budget (discussed in the context of the Librarian's Report)

**New Business:**

Winnie Belle Learned Grant-Kathy wants to apply-due in January

Basis of grant will be to write it for flat screen tv/wii use for books to film - YA programming and Senior Citizen programming

Selectboard appointed Diane Tanner to serve out the remainder of Carson Carroll's trustee term until March of 2011.

New Policies to work on: anything outdated? Bring binder to next meeting and start to overhaul the policy binder.

5-Year Plan. Current one goes until 2012. Need to form a committee, integrating library staff, trustee member, community members

**Next meeting:** Monday, January 3, 2010 following Selectboard Budget Meeting (~6:30)

**Meeting adjourned** at 8:20.