

MILTON PUBLIC LIBRARY

TRUSTEE MINUTES

February 5, 2013

Present

Jennifer Dooley; Veronica Valz; Tom Frank; Scott Murphy; Gail Wixson; Tracey Hempstead; Shelly Hitchcox

Call to order

The meeting was called to order at 6:06 PM

Public forum

None

Approval of January 2013 minutes

Frank made a motion to approve the minutes of the January 8, 2013 meeting as written; Hempstead seconded. All in favor; none opposed. Motion passed.

Friends of the Library report

Hitchcox reported that Ashgate Publishing has awarded the Friends with a \$500 grant for the full amount of the auto insurance for Millie the bookmobile for next year. Talked about literature on what Friends are all about. Displays in library and at Adult programming events to drum up membership and donation possibilities.

Director's report

Murphy presented reports on circulation/patrons; programs and activities; staff and volunteer goals. Worked on Home Card Stop Lists. New Coupon Swap being set up and cared for by a patron. Resume & Job Search workshops successful. The volunteer appreciation brunch was held on Saturday, January 26th at 10:00 AM. Huge success with over 60+ people attending, Murphy would like to do these 2x/year. New programming including viewing of “Doctored” in conjunction with Rec Dept/Milton Chiropractic. This is including a food drive as well. Hackerspaces-items being taken apart to see how they work and to put back together. Murphy will be checking on disposal strategies. Events listed on Facebook, automatically have a “join” button, but that does not constitute sign-up. Suggestions from Hempstead for a “Sponsor a Magazine” put out to patrons. Murphy suggesting creating two new job titles (w/existing staff hours) of Circulation Supervisor, he will work on descriptions for presentation to Board next month. Goals including revamping Policies and Procedures. Evaluations of staff.

FY2014 Budget

Frank made a motion to approve the final FY2014 Budget level funding from FY2013 as proposed by Murphy. Valz seconded. All in favor; none opposed. Motion passed.

Treasurer’s report

Not much change. Donations have been received and deposited. Auditor's report & recommendations have been reviewed and Dooley will convey response to CFO of Town.

Old business

Policy & Procedure Review. Murphy will choose 2-3 policies and/or procedures to be reviewed by the Trustees each month at the meeting until we have revamped/updated them entirely. Most are in need of updated wording.

New business

Strategic Planning: Update mission of MPL, job descriptions, survey of community regarding needs, likes, dislikes, thoughts. Survey time frame four months. Looking at Plan to be finished by end of summer.

Next meeting

The next meeting will be held Tuesday, March 5, 2013 at 6:00 PM

Adjournment

Wixson made a motion to adjourn the meeting; Frank seconded. All in favor; none opposed. Motion passed. Meeting adjourned at 8:02PM.