

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
March 2, 2011
7 p.m. at the Listers' Conference Room

Agenda

1. Call to order
2. Election of Officers
 - Election of Chairperson
 - Election of Vice-Chair
 - Election of Secretary
 - Election of Treasurer
3. Unfinished Business
 - Donation Plaque
4. New Business
 - Librarian Search Process
5. Adjournment

Milton Public Library
Board of Trustees
March 2, 2011

Meeting called to order at 7:15PM

Present: Gail Wixson; Tracey Hempstead; Kathy Dulac, Jennifer Dooley; Shelly Hitchcox

Absent: Elizabeth Howell; Jeanette Cavanaugh

Public Forum: None

Minutes from February 15, 2001 Library Trustee Meeting discussed.

Ms Wixson made a motion to accept; seconded and approved. All in favor; none opposed.

Ms Dooley spoke about using Roberts' Rules of Order for nominations. She nominated herself as chairperson; Ms Hempstead seconded. All in favor; none opposed.

Ms Dooley nominated Ms Howell for the vice-chair position pending her acceptance. Ms Dooley thought this would be a better fit for Ms Howell who is often absent from the trustee meetings. Voting was tabled.

Ms Hempstead nominated Ms Cavanaugh for the treasurer position pending her acceptance; Gail seconded. Voting was tabled.

Nominations for secretary were tabled until more members were present.

Resurrection of the library's laptop was discussed for ease of taking meeting minutes.

Librarian's report:

Ms Dulac reported that there had been no apparent drop in circulation.

She was asked about e-books and reported that the library has downloadable audio books.

Ms Dulac reported a great job had been done on the library's website and noted the library is also on Facebook. The Recreation Committee loaned the library use of an A-frame sign announcing the closure of the library February 28 to March 9. The new phone system with answering machine is installed, tested, and working. The move is going slower than expected. The facility room will not be ready until March 10th. There will be a door from the town committee room into the library room. There is a hold-up in the sprinkler system. There is no rug and no final coat of paint in the children's space. Nothing can be attached to the walls in the temporary space. The library should be in temporary space for 6-8 weeks. Not all shelving is currently being used. A name is needed for the library community room. A naming contest was mentioned.

A possible move back date of April 15 was discussed; not firm, perhaps with operable windows. Members of the Boy Scouts and their leaders moved items to the water treatment plant for storage. Ms Dulac provided cookies. She added that lots of people had volunteered to help move and there is a list. Volunteers will be acknowledged. The Friends of the Library will probably host an Open House in June.

The summer program is being planned.

Treasurer's report was tabled.

Old business:

Much discussion was held concerning Mr Gnessen and his donation to the library. His proposed plaque memorializing his parents must go before the Selectboard for their approval. Discussion of the proposed plaque is supposed to be on the Board's agenda for their March 7 meeting. Mr Gnessen had indicated to Ms Hitchcox that he would like to be present at that meeting. Ms Hitchcox will contact Mr Gnessen about the meeting. Trustees are requested to be at the meeting to meet Mr Gnessen and support the proposal.

New business:

A search for a new librarian is currently tabled. To date Ms Ferro's exact retirement date is not known, but she had previously indicated June 30, 2011.

The trustees will have to work on a job description. A search committee was discussed, possibly made up of a number of trustees, a community member. Ms Dulac and Ms Hitchcox both indicated their interest in being on the committee.

It was felt that the prospective candidate for the position be techno-savvy, a manager, administrator, and have experience in grant writing.

There will be orientation for the new trustees presented by someone from the VT Dept of Libraries.

The next meeting was set for Tuesday, April 5, 2011.

The meeting was adjourned at 8:55PM.

The next day Ms Ferro notified Ms Dooley that any action which had been voted on by the new trustees was invalidated because the new trustees had not yet been sworn in. John Cushing, Milton Town Clerk, told this reporter on March 4, 2011 that these minutes just had to be ratified by the full board.