

**MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF DECEMBER 6, 2016 MEETING**

Present: Kathy Dulac; Tracey Hempstead; Tom Frank; Veronica Valz; Jennifer Dooley; Gail Wixson; Shelly Hitchcox; and Sarah Macy

Call to Order: The meeting was called to order at 6:01 PM.

Agenda Adjustments: None

Public Forum: None

Approval of Minutes: Wixson made a motion to accept the minutes of the October 6, 2016 meeting as written; Hempstead seconded. All in favor; none opposed. Motion passed. Minutes approved.

Friends of the Library Report: Hitchcox reported the Election Day bake sale and annual basket raffle both went very well. Dulac suggested using some of the proceeds to purchase bags for distribution of early literacy materials. The annual chili-fest is coming in February.

Acting Director's Report: On file at Library

Highlights:

In November, 24 adult programs were held with 159 attendees.

In November, 27 children's programs were held with 491 attendees..

Upcoming events:

Adults—Parent/Child Cookie Decorating Class and Cooking Up a Story

Children—Polar Express; Traveling Storyteller; Happy Noon Day; and Santa visits storytimes.

Dulac reported the heating and lighting issues have been fixed. Two window screens have fallen off and maintenance will be fixing them.

Dulac reported staff coverage is working well and everything is running smoothly.

Staff Christmas Party will be held December 11th.

Library budget is a work-in-progress; to be presented to the Select Board December 12th.

Library standards are due January 6, 2017.

Annual report is due January 13th.

Library activities will be in the Winter/Spring Milton Rec Cmte program coming out.

Sarah Macy from the town finance department met with trustees and discussed the upcoming budget presentation to the Select Board.

Dulac reported she was part of a statewide focus group of youth services' librarians. She said VT is in danger of losing a federal grant from the Institute of Museum and Library Services due to funding.

Purchase Order Review: Purchase orders #51840-51855, from October 7 – November 22, 2016 were reviewed and signed off by trustees.

Treasurer's Report: Valz reported no change; deposits to be made.

Old Business: Budget FY 2018; see above.

New Business: Hempstead wanted to discuss where MPL agendas are posted. Dooley will contact the Town to see where their agendas are posted.

Next Meeting: The next meeting will be held Tuesday, January 3, 2017 at the Library at 6:00 PM.

Adjournment: Wixson made a motion to adjourn the meeting; Frank seconded. All in favor; none opposed. Meeting adjourned at 7:18 PM.