

**MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 2, 2016 MEETING
MINUTES**

Present: Tracey Hempstead, Gail Wixson, Tom Frank, Kathy Dulac, Meghan Bellavance

Absent: Jennifer Dooley, Veronica Valz

Call to order: The meeting was called to order at 6:07 PM.

Agenda adjustments: None

Public forum: None

Approval of minutes: Hempstead made a motion to accept the minutes of the June 7, 2016 meeting as written; Frank seconded. All in favor; none opposed. Motion passed.

Friends of the Library report: None

Director's report: On file at Library

Highlights:

Adult programming stats for FY16 completed: 250 programs, 1742 attendees.

Non-resident annual card fee working well.

All fall program schedule is due to the Rec Dept by August 8th.

All summer programs were a great success.

Dulac reported there were 75 children's programs in June with 1775 attendees; and 49 children's program in July with 1182 attendees.

Dulac reported the Library has about 35 student volunteers, nine of whom are doing their community service requirement for graduation.

Summer lunch program is going well. The Library usually has a program before or after lunch.

The gardening program has seen a 200-300% growth in attendance.

Dulac reported story times will switch around.

Discussion on background check policy for library staff and volunteers. Minimal corrections were suggested and Bellavance will prepare a revision for the next trustee meeting.

Bellavance met with all staff members for performance reviews throughout June.

Bellavance and Dulac will work closely together in the coming weeks in preparation of the director's absence during October-January.

Bellavance indicated she has started to think about the budget for the next fiscal year.

Bellavance noted the recent positive press the Library has received. Dulac was on local TV station Fox 44 talking about the summer reading program. The Independent had a front page spread on the gardening program.

The town is considering redesigning their website. Bellavance is sitting in on discussions and offering input.

Review of purchase orders: Purchase orders for June and July (#51777-51802) were reviewed and signed off by trustees.

Treasurer's report: None

Old business: Update on potential Library hours reduction due to FY 2017 budget. No reduction of hours is anticipated at this time.

New business: None

Next meeting: ***Please note*** The next meeting will be held on Monday, August 29, 2016 at 6:00 PM in the Library due to scheduling conflicts for Bellavance and Hempstead. There will not be a meeting in September.

Adjournment: Frank made a motion to adjourn; Hempstead seconded. All in favor; none opposed. Motion passed. Meeting adjourned at 7:50 PM.