

**MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 7, 2016 MEETING MINUTES**

Present: Jennifer Dooley, Gail Wixson, Tom Frank, Veronica Valz, Meghan Bellavance

Absent: Tracey Hempstead, ,Kathy Dulac

Call to order: The meeting was called to order at 6:06 PM.

Agenda adjustments: None

Public forum: None

Approval of minutes: Wixson made a motion to accept the minutes of the August 2, 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:

Circulation stats for August were OFF THE CHARTS! Circulation up 700/Door Count up 1500/Computer Usage up 160

Zinio usage was down for the month-time to reevaluate cost vs. use. Anecdotally, people who use it LOVE it!

20 Adult Programs offered, Canning, Bridge, Mah Jong

Positive PR-Two features in the Independent

Children's Stats will be updated next month, Kathy is on bereavement leave

Rec Guide for Fall out, we are featured on back

Featured programming, Kelly Robie/Jewelry Making/Humanities Council & VT Reads

Children-STEM Grant Programs

Infant Story Time being revamped

Staff schedules all done through January for MB leave

Background Check Policy Review-tabled until next month

Meghan prepping for maternity leave, approx. Oct 21-Jan 23

Wixson made motion Meghan may return at 80% salary/benefits following her 12 week FMLA leave depending on childcare & family situation. Frank seconded. All in favor; none opposed. Motion passed.

Finances, spending is on target, Meghan is checking on some reallocation of numbers in PT salary line that looks like it needs to fixed from Town accounting.

Budget is being reviewed in prep for FY18.

Review of purchase orders: Purchase orders for August (#51803-#51830) were reviewed and signed off by trustees.

Treasurer's report: Made two deposits, balance similar with check written for Costco renewal of membership for October.

Old business: Discussed how public & staff responded to Summer hours being reduced to cover deficit.

New business: None

Next meeting: ***Please note*** The next meeting will be held on Thursday October 6, 2016 at 6:00 PM in the Library due to scheduling conflicts.

Adjournment: Wixson made a motion to adjourn; Dooley seconded. All in favor; none opposed. Motion passed. Meeting adjourned at 7:23 PM.