

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
NOVEMBER 3, 2015
DRAFT

Present: Shelly Hitchcox; Tom Frank; Veronica Valz; Meghan Bellavance; Kathy Dulac; Jennifer Dooley; Tracey Hempstead

Absent: Gail Wixson

Call to order: The meeting was called to order at 6:04 PM.

Agenda adjustments: None

Public forum: None

Approval of minutes: Frank made a motion to accept the minutes of the October 6, 2015 meeting as written; Valz seconded. All in favor; none opposed. Motion passed.

Friends of the Library report: Hitchcox reported that 22 baskets for the annual raffle have been received. Ticket sales are going well. Tickets will be sold at the Milton craft fair on November 14, 2015. The drawing will be December 5, 2015. The Friends will sponsor a chili-fest on February 14, 2016. They have found a replacement for Emily Williams who used to organize the book sale.

Director's report: On file at the library.

Highlights:

Circulation is down from the same time last year but the door count is up.

Bellavance has been talking with the high school librarian about possibly defraying costs for Listen Up VT subscriptions.

There is a change in the statewide inter-library loan (ILL) procedure. The VT Dept of Libraries and the Green Mtn Library Consortium is launching a statewide pilot cooperative delivery service of ILL materials beginning in January 2016. Bellavance is hoping this will be a savings in postage costs. The MPL typically sends out 650 +/- materials a year and requests 350 +/-.

Adult programs over the summer were successful. 22 programs were held with 153 participants.

Children's programs were successful as well. 49 programs with 757 participants.

Toddler time is a big hit.

Coloring Time program to be scheduled, maybe in early December.

"How to" program suggested for early January.

Bellavance met with the Town Manager and Finance Director to discuss the library budget. Bellavance is waiting for the PowerPoint template for the presentation.

The receipt book for lost materials payment is working well.

Dulac has submitted the first order to be paid from the trustee fund.

Administrative code change was discussed. As a result, Dooley made a motion to accept the change to the administrative code Sect 4307, regarding purchases over \$10,001; Hempstead seconded. All in favor; none opposed. Motion passed.
The library will close at 5:00 PM on the day before Thanksgiving.
Jennifer Willingham from the front office reminded Bellavance of the open meeting laws, which she shared with the trustees.
State stats reports are due by Thanksgiving.
Annual report due first week of January.
Community dinner will be November 17, 2015. Representatives from the library hope to be present.

Treasurer's report: No change.

Old business: FY 2017 budget discussed.

New business: None

Next meeting: The next meeting will be held Tuesday, December 1, 2015 at 6:00 PM in the library.

Adjournment: Frank made a motion to adjourn; Dooley seconded. All in favor; none opposed. Motion passed. Meeting was adjourned at 7:11 PM.