

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
DECEMBER 1, 2015
DRAFT

Present: Tom Frank; Veronica Valz; Meghan Bellavance; Kathy Dulac; Jennifer Dooley; Gail Wixson

Absent: Tracey Hempstead

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

Agenda adjustments: None

Public forum: None

Approval of minutes: Frank made a motion to accept the minutes of the Nov 3, 2015 meeting as written; Wixson seconded. All in favor; none opposed. Motion passed.

Friends of the Library report: Per Shelly Hitchcox via Bellavance ticket sales for the basket raffle fundraiser are going great. The drawing will be December 5, 2015.

Director's report: On file at the library.

Highlights:

-Circulation is on par with same time last year, door count also similar.

-Meghan is awaiting Zinio stats for Nov.

-Bellavance recently completed the required report for the State of Vermont. Details of note: Friends of Milton Public Library generously contributed \$5,580.00 for the FY ending 6/30/15. The prior year they contributed \$3,600.00, an increase of \$1,980.00. \$5,580.00 is reaching maximum available annually from the Friends.

The state report also showed that the foot count was down from 56,000 in 2014 to 54,200 in 2015. This decrease was likely due to being short staffed in the summer of 2014 so less marketing of the library occurred.

Total circulation was up from 76,450 in 2014 to 80,484 in 2015

-Adult programming for Nov 2015 had 96 participants

Coloring Club starts next week

Spring programming is in the works and will be included in the Rec Dept guide

Lots of new programs are being added, including a class on essential oils and cooking up a story.

-Kathy Dulac reports for Nov: 38 children's programs were offered with 620 participants. Toddler time continues to be well attended.

Dulac is also working on winter/spring programs, plans include Dad's Derby, Fancy Nancy, Welcome Baby Tea, Starwars and Yugioh games.

-Recent Maker workshops had to be canceled due to lack of participation and scheduling conflicts. Staff will work in getting more people to attend for future sessions. May do them during school vacations. Looking at etextiles, jewelry and toy hacking as options

-Bellavance and Dulac noted that the library will likely need to have more staff for children's programming in the future. They are in the process of evaluating and will propose ways of sustaining the current high level of success. They also see a need for more adult volunteers. Perhaps a young adult (YA) and young child division in the future.

-Spending of funds in on target at 38% of budget spent thru Nov

-Bellavance presented her budget PowerPoint to the Trustees. This and the proposed 2017 budget will be presented to the Select Board on Thursday Dec, 10th. Time to TBA.

-PO's were reviewed and approved by Trustees.

-A check for the purchase of replacement books was issued to Ingram

-Bellavance attended the community dinner on 11/17. It was very successful.

-Town Manager requested that department heads think of ways to generate revenue. Bellavance researched and proposed charging an annual fee for non-resident cards. She proposed charging \$20.00 per year, based on current per capita tax support. Frank made a motion to begin charging a non resident card fee beginning July 1 2016. Wixson seconded. All in favor; none opposed. Motion passed.

-The MPL Costco membership will be renewed. Frank made a motion to approve paying for this out of the discretionary fund. Wixson seconded. All in favor; none opposed. Motion passed. A check was issued.

Treasurer's report: Approx \$350.00 was deposited on 12/1. \$109.80 was received from customers for replacements.

Old business: None

New business: Gail Wixson's term ends in March 2016. Deadline to file a petition to run is 1/18/16.

Next meeting: The next meeting will be held Tuesday, January 5, 2015 at 6:00 PM in the library.

Adjournment: Wixson made a motion to adjourn; Frank seconded. All in favor; none opposed. Motion passed. Meeting was adjourned at 7:34 PM.