

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 6, 2016

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

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

Agenda adjustments: None

Public forum: None

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

Friends of the Library report: Hitchcox reported the annual basket raffle is in full swing. The drawing will be held on December 3, 2016. The Friends will again have a booth at the Milton Craft Fair on November 12th. The Friends will sponsor a bake sale on Election Day, November 8th. Volunteers are needed. Contact Hitchcox if interested.

Director's report: On file at Library.

Highlights:

Stats for September were awesome.

There were 25 adult programs in September with 145 attendees.

The library has received positive public relations articles in local media.

Dulac reported there were 21 children's programs in September with 292 attendees.

The library currently has 31 teen volunteers with some doing their community service requirement for high school.

Upcoming Teddy Bear Sleepover, jewelry making and What's in Your Medicine Cabinet?

Bellavance gave kudos to Dulac for her unending flexibility and creativity.

Staff/volunteer background check policy was discussed. Dooley reported she had contacted Mountain Transit for policy comparison. There has been no movement from the Town on the policy. MPL policy decision will be tabled for now.

Staffing coverage is in place while Bellavance is out on maternity leave. (Start date unknown !)

Bellavance has met with individually with staff to discuss training and tasks.

Dulac will assume director duties while Bellavance is out.

Bellavance reported Library spent out 99.62% of FY 2016/17 budget.

Budget for FY 2017/18 was discussed and is in the works. Bellavance did a lot of preparation for budget presentation to Select Board, which will occur while she is out.

Review purchase orders: Purchase orders #51818-51839, dated Sept 2-Oct 5, 2016 were reviewed by trustees and signed off.

Treasurer's report: Valz reported the Town requested an accounting of the Library Trustees' expenditures. Valz received and deposited monies for damaged/replacement goods.

Old business: Budget FY 2017/18, background check policy. See above.

New business: None

Next meeting: The next meeting will be Tuesday, November 1, 2016 at 6:00 PM at the Library.

Adjournment: Wixson made a motion to adjourn; Frank seconded. All in favor; none opposed. Motion passed. Meeting was adjourned at 7:45 PM.