

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES FOR JUNE 7, 2016

Present: Jennifer Dooley; Meghan Bellavance; Veronica Valz; Gail Wixson; Tracey Hempstead; Tom Frank

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 May 3, 2016 minutes as written; Wixson seconded. All in favor; none opposed. Motion passed.

Friends report: None

Director's report: On file at library

Highlights:

- May was a good, solid month;
- Non-resident annual card fee policy was discussed. As a result, Frank made a motion to accept the MPL Annual Non-Resident Fee Policy as written; Dooley seconded. All in favor; none opposed. Motion passed. Policy on file at library.
- Discussed how best to dispose of computer in children's area. Decided to donate.
- Adult programs in May: 28 with 194 attendees; Mah Jongg a big hit.
- Adult summer programs: Passport Bingo and Book Bingo. 3 prizes for each of these programs.
- Children's school year programs wrapped up.
- Children's summer programming: in-person sign up for youth set to begin June 15th; teens may sign up online.
- Children's summer programs include Olympic gardening; magic show;
- MPL will be free lunch drop-off site again;
- Children's librarian visited all middle and elementary school classes about summer reading program;
- Library will be distributing summer program brochure to local schools;
- New summer programming assistant who is also being trained as substitute library aide;
- One staff member has left due to relocation;
- Staff meeting was held June 4th; staff given blank performance forms for self-evaluation. Director will be meeting one-on-one with staff through June.
- Library has now spent 90.39% of budget for FY16.
- There will be a new federal law implemented December 1, 2016 regarding paid overtime; and
- Local Farmers' Market starts June 9th; the bookmobile will be there again.

Review purchase orders: PO #51766-51776 were reviewed and signed off by Trustees.

Treasurer's report: Nothing new to report.

Old business: Reduction in Saturday library hours started June 4, 2016.

Executive session: Wixson made a motion to go into executive session to discuss the Director's performance review; Frank seconded. All in favor; none opposed. Board went into executive session at 7:07 PM. Board came out of executive session at 7:33 PM.

As a result of the executive session, Valz made a motion, based on the Director's excellent performance review, to increase her salary to \$51,500 for FY 2017; Frank seconded. All in favor; none opposed. Motion passed.

Next meeting: The next scheduled meeting will be held on Tuesday, August 2, 2016, at 6:00 PM in the MPL meeting room. The Board will not meet in July.

Adjournment: Wixson made a motion to adjourn; Frank seconded. All in favor; none opposed. Motion passed. Meeting adjourned at 7:57 PM.