

MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES

January 3, 2011

6:30 p.m. at the Library (after 6 p.m. Selectboard budget review)

Agenda

1. Call to order
2. Public Forum
3. Minutes
4. Librarian's Report
5. Treasurer's Report
6. Old Business
  - Library's 5 yr. plan
  - Library policies
7. New Business
8. Adjournment

Milton Public Library  
Board of Trustees  
January 3, 2011

Meeting called to order at 7:30PM

Present: Jeanette Cavanaugh, Jennifer Dooley, Kathy Dulac, Fran Ferro, Heather Sheehan,  
Diane Tanner

Absent: Elizabeth Howell

No Public Forum needed

Minutes from December 7, 2010 Library Trustee Meeting discussed.

Ms. Cavanaugh made a motion to accept, Ms. Dooley seconded. All in favor. None opposed.

Librarian's Report:

“LIBRARIAN’S REPORT  
January 3, 2011

STATISTICS:

Circulation:	Dec.	'09	4079	(bookmobile- 78)
		'10	2634	

Newly registered patrons: 45

Total new barcodes issued: 1770

Processed Materials 226

Computer Use:	Dec.	'09	6 (Word Processing); 372 (Internet); 11 (children's) = 389
		'10	1 (Word Processing); 269 (Internet); 15 (children's) = 285

Millie has been sold. Friends should be getting the money. Shelley and Emily are actively pursuing available leads. One possibility is a bus auction that takes place in New Hampshire. Leslie, our bookmobile driver, is currently coming in once a week and is being paid as an aide from the bookmobile salary to help us change barcodes and fix computer records.

Jen emailed me and asked why the bookmobile salary is in next year's budget. See attached sheet. Leslie's salary is still in next year's budget because we hope to have a bookmobile by the

next fiscal year. Bookmobile insurance can be added when we get another vehicle. The Friends will pick up the cost.

Also, Jen wanted to know why there is a discrepancy between “dept. head request” and library trustee recommendation”. In the past, Sandy did not want our budget until the trustees approved of it. So there was no discrepancy between the two columns because I would make them the same after trustee approval. This year I had to hand in a preliminary budget to Brian that was not approved by the trustees and that was not completed. In that budget an additional employee was not included. It was in the finished budget that I had given you as a recommendation. The new figures were handed in to Rhonda at Finance but she did not change the preliminary budget figures. I don’t have the authority to change them to make the two columns match.

Expansion is coming along nicely. This Wednesday we should be receiving from Adams Construction a time table of when things should be done. We might have to close another day or two when concrete floors are being poured because of carbon monoxide from the machinery. The time table should let us know how soon.

Spoke to Dustin about how many adult shelving units would be able to fit in the municipal community room. He believes all of them. We will only be able to have one circulation desk computer, one catalog computer and two or possibly three Internet computers.

I spoke to Rob Geiszler about 5 yr. planning. Basically, he said that unless we want to change our service responses, we should just update what we currently have. Trustees should have received the 3 attachments that Rob sent me.

On Tuesday, Jan. 25<sup>th</sup> at 7 p.m., Vermont Wild illustrator, Bob Lutz, will be at the library to talk about the adventures of VT Fish and Game Wardens. Vermont Wild is about hilarious true VT stories of lovesick moose, hungry bears, raucous raccoons, wily poachers, a goof tracking dog and the most ingenious use of dynamite you’ll ever read...” per Fran Ferro

Allen Gnessen is donating \$10,000 to be used in the new expansion-he has approved usage of furniture, display furniture, kids computer, lighting and mobiles. Ms Ferro needs to go before the Selectboard for them to approve the plaques for this area and also for John Simko's window seat.

#### Treasurer’s Report

Replacement deposits of \$59.95 and \$34.95 plus \$.75 interest brings the Future Growth Fund Total to \$12,232.72

Those are the only changes in the accounts.

Ms. Cavanaugh made a motion to accept, Ms. Dooley seconded. All in favor. None opposed.

## Old Business

### 5 -Year Plan

Need Census results so Ms. Ferro will check on when those will be available. Ms. Ferro will get copies of the current Five Year Plan to Trustees that do not have it. We will revisit it each month and start committee planning at June meeting. Ms. Dooley brought up the importance of doing a community library survey and the service "Survey Monkey" was discussed.

### Library Policies

Start with working on the General Policies which were last revised in 2008. Trustees will take the month to read, review, and take notes on and come prepared to work on policy revisions.

Computer/Internet Use Timer-A couple months ago it was brought up that Ms. Ferro would like the computers to have timing software installed on them. She recommended one at the cost of \$2000/annually. Discussion at that point was toward finding a more affordable alternative. Ms. Dooley offered to research the options. Discussion tonight was centered around how a timer would be used-to what end; ie) for statistics purposes or to shut off patron use after ½ hour use ran out. Ms. Ferro wanted it for both purposes. Ms. Dooley brought up the purposes for which people would be using the computers and how putting a shut-off switch would make them extremely user unfriendly if a patron were filling out a job application, taxes, performing banking tasks, paying bills, etc. If a timer was used that in effect shut down the browser window and the connection was lost-it would lead to a great deal of frustration and dissatisfaction with the service. Everyone was in agreement that a more user friendly timer merely counting down a thirty minute block of time would be a better idea. Ms. Dooley will forward the information to Ms. Ferro for her perusal.

## New Business

Applications for running for Library Trustee due January 24th, 2011. There will be two openings on the board. One will be a five year term replacing Ms. Sheehan. The other is a three year term fulfilling the remainder of Carson Carroll's term.

Adjournment 9:03PM