MILTON PUBLIC LIBRARY
TRUSTEE MINUTES
JANUARY 3, 2012

Present
Shelly Hitchcox; Jennifer Dooley; Veronica Valz; Heidi Cava; Gail Wixson; Mary Jane
Stinson; Kathy Dulac; Jeanette Cavanaugh; Tracey Hempstead; Emily Williams

Call to order
The meeting was called to order at 6:29 PM.

New board member
Jen introduced Veronica Valz as the new interim trustee. She will serve until the next
election in March, 2012.

Friends of the Library report
Shelly announced that the Milton Selectboard had accepted the donation of the new
bookmobile. Shelly will call the salesman to finalize the deal. She needs the VIN
number for insurance. Heidi will get that number to her. Kathy will contact Don Turner
about new carpeting for the vehicle. Shelves will need to be installed. Could this
possibly be a high school shop class project? Milton Independent will work with the
library and the Friends about publicity.

Leaves for the Giving Tree project have arrived and need to be painted. The leaves are
2" and 3 ¾". A local artist will paint the leaves and help create the tree for display.

Mary Jane Stinson spoke about literacy in the school(s). The next step? Possible grant
funding. Combined resources? She asked about how we can get library materials into
students' hands quicker. How do we get families involved and into the library? Could
funds from the school be used toward the bookmobile operations expenses? Volunteers?
The need to rotate the inventory in the bookmobile was discussed. How do we get
materials to students during vacations? Kathy will meet with Mary Jane and her
committee to see about getting this going. Mary Jane will talk with the school librarians.

Volunteers were discussed. How does one become a volunteer at the library? Someone
just needs to come in and fill out a form. Security clearances will be done. Would PTA
parents be a possibility? Kathy will post on the library website(s) when volunteers are
needed.

The basket raffle raised +/- $1600. Emily stated last year she raised $6300 through her
online book sales and the book sale at her home. She really needs more help.

Minutes from December meeting
Gail made a motion to accept the minutes as written from the December, 2011 meeting.
Jeanette seconded the motion. All in favor; none opposed. Motion passed.

Director's report
Heidi stated the VT Public Library report is ready to submit. She has completed the library annual report to submit to the Town of Milton. The budget review with the Selectboard is scheduled for January 10, 2012.

Heidi is still researching technology plans. The standard is 1-3 years. Computer maintenance and repair is ongoing. Some computers are not holding their settings. KOHA issues are being addressed. Clarification is needed on changing lost and damaged items and running overdue reports. The staff is now printing spine labels.

The logo contest is complete and the winner announced. The winner was awarded a gift certificate.

Heidi has registered the library with the VT Library Substitute Pool in case we run short of staff.

Heidi will be attending a SQL programming class, department head meetings and Rotary.

The library received $300 in donations in December.

Treasurer's report
Jeanette gave her report. Material replacements were made in November and December.

Old business
Gail made a motion to accept the MPL Trustee bylaws as written. Jeanette seconded. All in favor; none opposed. Motion passed.

New business
There will be 2 new trustee openings in March. Jeanette will be resigning and the interim position will need to be filled. These are 1 and 5 year terms. It was suggested that Michael Roche from the VT Dept of Libraries might be able to give us a handout for prospective trustees. Petitions are due to the town by January 30, 2012.

Executive session
The trustees went into executive session from 8:00-9:30 PM to discuss personnel.

Next meeting
The next meeting is scheduled for Tuesday, February 7, 2012 at 6:30 PM.

Adjournment
Gail made a motion to adjourn at 9:35 PM. Jeanette seconded. All in favor; none opposed. Motion passed.