

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES

February 15, 2011
7 p.m. at the Library

Agenda

1. Call to order
2. Public Forum
3. Minutes
4. Librarian's Report
5. Treasurer's Report
6. Unfinished Business
 - Library policies
7. New Business
 - Donation Plaque
 - Fundraising Calendars
 - Trustee Bylaws
8. Adjournment

Milton Public Library
Board of Trustees
February 15, 2011

Meeting called to order at 7:05PM

Present: Jeanette Cavanaugh, Jennifer Dooley, Kathy Dulac, Fran Ferro, Shelly Hitchcox, Diane Tanner, Elizabeth Howell

Absent: Heather Sheehan

Public Forum

Shelly Hitchcox from the Friends of the Milton Public Library presented an update on the search for a new bookmobile.

Seth Duchesneau from Cobble Hill Trailers has offered his expertise and help in looking for a vehicle. He will be attending a CCTA auction in May and will look for a vehicle with our specifications ie < 10 years old, @ 80-90K miles, biggest size w/o needing a CDL licensure, and within our purchase budget.

Minutes from January, 2011 Library Trustee Meeting discussed.

Ms.Cavanaugh made a motion to accept with corrections to date and name spelling, Ms. Howell seconded. All in favor. None opposed.

Librarian's Report:

LIBRARIAN'S REPORT
February 15, 2011

STATISTICS:

Circulation:	Jan.	'11	3502
		'10	4935

Newly registered patrons:	1900
Processed Materials	266

Computer Use:	Jan.	'11	3 (Word Processing); 370 (Internet); 37 (children's) = 410
		'10	7 (Word Processing); 504 (Internet); 5 (children's) = 516

18 attended the "Vermont Wild" book talk and signing on Jan. 25th. George Slusser filmed the program to be aired on LCATV.

Ms. Ferro completed two Vermont Online training webinars last week, VOL & Gale Resource Update, and VOL Foreign Languages & CareerTrack. Next month I will be taking Gale Administrative Training. Discussed the need for the staff to also receive the training for VOL. Ms. Ferro will make sure the staff all take the archived Webinars.

The library closing date to move into the municipal and library meeting rooms is Feb. 28th to Mar. 9th. A temporary wall will be built in the municipal community room across the back. This way other municipal staff can enter and exit the back door without disturbing the library. The adult floor plan in the municipal community room and the children's floor plan in the library's meeting room have been worked out with Polly Wheeler and Dustin. We should be in temporary quarters for 6-8 weeks. Discussed the need for better notification of closure-Facebook, Website, Placard from Recreation Dept. outside for the duration of the closure, Purchasing a new phone with an answering machine so that it will be on the phone line as well. Ms. Dulac will be responsible for the Facebook page and Ms. Ferro will take responsibility for the Website, Placard, and purchase of a new phone with answering machine.

Ms Ferro and Ms. Dulac watched Internet demonstrations of two time control software systems, PC Cop and PC Reservation. Both systems allow machines to be grouped into logical sets so that session limits, warning messages, and warning time can be set for each group. If no one is waiting to use a computer, existing users are allowed to extend their session time. The difference between the two systems is price and the reservation process. Print Management is also available with both. Discussion around both of these systems versus a software timer or a physical digital timer on the computer. Discussed statistics indicating drop in usage for Public Access Computers varying from 22-25% over the past year and whether this would indicate the need for software is unnecessary. Added as an agenda item for next meeting and Ms. Ferro will generate data to discuss pros and cons and also what other libraries in our size range to future growth are doing to handle this issue.

Milton/Colchester Rotary, Milton Youth Coalition and the library will be hosting a 4 week program for middle schoolers on the book, Day of the Pelican, by Katherine Paterson. Dates are 5/11, 5/18, 5/25 and 6/1.

On Sat., Feb. 12th, Nancy Somers presented the program, "17 & 1/2 Ways to a Healthier, Happier, and More Enjoyable Life". Ms. Ferro and 2 other women attended.

Our FY'12 budget was approved at \$233,620 by the selectboard. The IT position, \$16,000, and \$5,500 from furniture were removed from the budget presented by the trustees.

On Jan. 17th, the selectboard approved of a resolution that allowed the library to apply for the second round of Winnie-Bell grants. We will be requesting \$2,500 for a big flat screen wall mounted TV and a Wii to be used for programming.

All the 2010 census data is not available yet. All that is currently available for the towns are the population and the number of housing units. Website is: <http://crs.uvm.edu/census>.

Ms. Howell made motion to accept the Librarian's Report, Ms. Cavanaugh seconded it. All in favor. None opposed.

Treasurer's Report

Replacement deposit of \$17.50 and payment of a \$165 lawyer fee plus \$.77 interest brings the Future Growth Fund Total to \$12,085.99

Those are the only changes in the account.

Ms. Howell made a motion to accept, Ms. Tanner seconded. All in favor. None opposed.

Old Business

VT-Department of Libraries Calendar Project- DOL is proposing a Calendar for 2012 that will highlight a different VT Library each month. Calendars will be sold to participating libraries for \$8/each with the purpose of reselling them to the public for \$15-\$20 as a fundraiser. Ms. Ferro has filled out the application to be included in the calendar and the Trustees will decide on how involved MPL will get once it is decided if MPL is selected to be highlighted in the calendar.

Library Policies

General Policies tabled until new Trustees are elected 3/1/11.

Bylaws

Board will be working on creating and adopting Bylaws for the Trustees' hierarchy and operation. Tabled until new Trustees are elected 3/1/11.

New Business

Donation Plaque-Mr. Gnessen is requesting a plaque memorializing his parents in his donation to the new Children's Room. Selectboard adopted a policy in 2007 where as plaques on Milton Town property need to be approved by them at a Selectboard meeting. Discussion centered around asking Mr. Gnessen if a framed article by the Milton Independent would be more to his liking. If not, Trustees will ask for it to be put on as an agenda item at the next available Selectboard meeting.

Ms. Tanner made a motion to authorize Ms. Howell to contact Mr. Gnessen and present options as discussed tonight for dealing with plaque. Ms. Cavanaugh seconded. All in favor. None opposed.

Librarian Notice of Resignation-Ms. Ferro announced that she would be resigning on June 30, 2011. Formal written letter will follow. Discussion centered around how Trustees will proceed with hiring a new Director and it was decided to table the discussion until new Trustees are elected 3/1/11.

Ms. Howell made a motion to adjourn. Ms. Cavanaugh seconded it. All in favor. None opposed.

Next meeting set for Wednesday, March 2, 2011 in the Lister's Conference Room @ 7PM. This will be the Reorganizational Meeting with election of officers.

Adjournment 8:55 PM