

MILTON PUBLIC LIBRARY
TRUSTEES MINUTES
February 7, 2012

Present

Kathy Dulac, Heidi Cava, Jen Dooley, Jeanette Cavanaugh, Emily Williams, Gail Wixson, Tracey Hempstead, Veronica Valz, Shelly Hitchcox, Bill Kaigle

Call to order

The meeting was called to order at 6:35 PM.

Public forum

None

Minutes from January meeting

Gail made a motion to accept the minutes as written from the January, 2012 meeting. Jeanette seconded the motion. All in favor; none opposed. Motion passed.

New business

At the library budget review meeting Selectboard member Darren Adams brought forward that he would like to see artifacts from the Milton Historical Society on display in the town building and suggested that perhaps the library would like to display some items as well. The Assistant Town Manager contacted Bill Kaigle of the Historical Society. Library staff thought articles could be put in the display case and hung on the walls. Currently Green Mountain Decorative Painters have a display. In March the committee organizing Milton's 250th anniversary will put up a display. Bill suggested pictures with a simple explanation and credit. Kathy and Heidi will visit the Historical Society on February 11th to look over possible artifacts for display. Seasonal, theme, permanent and rotating displays were discussed.

Friends of the Library report

The bookmobile has been purchased. Clete Walker will take care of the seats in the van. Don Turner will donate carpeting. The Industrial Arts teacher at the high school will look at shelving. Getting the book collection ready to travel will be time consuming. Kathy has volunteers ready to take on that task. Local artist Chrissy Smith has ideas about painting the exterior of the van. Milton Independent will continue to provide media coverage.

There will be a bake sale March 6th during town meeting. Shelly will seek donations.

Shelly talked with Chrissy about the giving tree. Chrissy will price supplies. The background will be barn board in a 5'x5' frame.

Director's report

A new all-in-one computer has been purchased for use at the circulation desk. The homeward contract is up for renewal. Jen signed the contract. Milton will now be in line

with other libraries around the state. Now when a patron has an item two or more months overdue, restrictions will be put on them from borrowing at other libraries. Milton currently restricts accounts when items are one month overdue.

New magazines have been ordered.

New library email: library@town.milton

The library website is under construction using the Bluehost/Joomla platform. Koha issues are being addressed. A fax machine has been donated by staff member Mary Stuart. The library has one analog phone line which the fax machine needs. Patrons will be able to send, not receive, faxes for \$1/page. No international faxes will be allowed. The money generated will go to the Town coffers. The circulation procedure manual is in the works and should be ready for the staff meeting scheduled for February 11th. We need more signage that anticipated. Signs average \$15 each.

Heidi continues to attend town and Rotary meetings and training.

Treasurer's report

Jeanette gave her report. There are still funds in the Freeman Grant account. The library appears to be in good financial shape.

Old business

The library budget passed. The Selectboard was very impressed with Heidi's presentation. Funds for additional staff for 8 hours a week and professional development were discussed.

Executive session

The trustees went into executive session from 7:55-9:25 PM.

Next meeting

The next meeting is scheduled for Tuesday, March 13, 2012.

Adjournment

Tracey made a motion to adjourn at 9:30 PM. Jeanette seconded. All in favor; none opposed. Motion passed.