

Milton Public Library Trustee Meeting Minutes  
Tuesday, August 23, 2011  
6:30 PM

Meeting called to order at 6:32

Attending: Heidi Cava, Jeanette Cavanaugh, Jen Dooley, Shelly Hitchcox, Emily Williams, Gail Wixson

Absent: Tracey Hempstead, Elizabeth Howell

**Public Forum:** None needed

**Friends of the Milton Public Library Report:** Shelly & Emily presented the work that the Memorial Committee has done on the Giving Tree. David Derner will be constructing the actual tree to affix to the wall. He will also be making the two sizes of copper leaves. There will also be a wooden leaf bought for smaller donations-this was due to the cost of the leaf cutting into the donation itself. They have also come up with a proposed structure for the donations in three tiers, \$100-\$249 (wooden leaf), \$250-\$499 (2" copper leaf), \$500 and up (3" copper leaf). Inscription of names or in memoriam will be added as to donor's request. Discussed coming up with a brochure that we could hand to people in promotion of the Giving Tree. Shelly & Jen will present to the Selectboard at the next available meeting.

Also discussed annual Basket Raffle to begin on November 8<sup>th</sup> with drawing to be held first Sat. of December. Would like Giving Tree to coincide with these projects as well for promotion purposes. Received generous donation of \$350 from Friends of the Dorothy Alling Memorial Library in Williston for purchase of a new bookmobile. Emily has done great work networking with other Friends' groups to promote our causes in the statewide library community.

**Review of Minutes from July:** Gail made a motion to accept the minutes as written. Jeanette seconded it. All in favor, none opposed, motion passed.

**Director's Report:**

Ongoing Projects-

- VOKAL membership renewed
- Furniture has been delivered (damaged items include 2 tables & 1 club chair-being fixed or compensated for)

New Projects-

- Software updated: Microsoft Office, QuickBooks, Outlook
- Flip Video Cameras (great site called TechSoup.org)
- Donated printer networked
- Integrated email w/town
  - new addresses hcava@town.milton.vt.us
  - kdulac@town.milton.vt.us
- Added 2<sup>nd</sup> customer service station at circulation desk
- All catalog stations now operational
  - 4 catalog terminals in library
  - 1 catalog terminal turned over to public usage

- Hard drive on public access #2 was rebuilt
- Posting for open Library Aide position
  - Receiving applications prior to advertisement in Independent

#### Koha:

- Go live date set for October 24<sup>th</sup>
- Working on cleaning up catalog and circ records
- Standardizing Patron Types and Item Types
- Barcodes

#### Website:

- Platform: Joomla
- Host: iPage
- Solicit input on features
- URL ideas

#### Meetings/Community Involvement

- Staff Meeting 8/20/11
- VOKAL Implementation Committee
- MCYC
- Town Department Heads
- Chittenden County Librarians
  - Milton to host next meeting
- Colchester/Milton Rotary
  - Invitation to join
- National Night Out
- Interview in Milton Independent
- Phone contact with VT State Librarian, Marty Reid
- Vermont Get Your Business Online seminar offered by Google

#### Programming/Statistics

- Summer Reading Program
  - Programs
    - 49 Children's Programs
    - 1839 attendees at Children's Programs
    - 44 Young Adult Programs
    - 438 attendees at Young Adult Programs
  - Children's Participation
    - 284 children registered
    - over 100 certificates awarded at end of program
    - 2250 books read
  - Young Adult Participation
    - 75 young adults registered
    - 225 books read

#### Donations

- \$50 in memory of Patrick Duffy
- \$350 for bookmobile from Friends of the Dorothy Alling Memorial Library

## Discussion

- Home card waiting period: Jen made a motion to discontinue the waiting period of three months/three successful borrowing experiences for a patron to get a Chittenden County Homecard. Gail seconded the motion. All in favor, none opposed, motion passed.
  - Juvenile Internet Authorization: Jen made a motion to discontinue the policy of having parents sign a consent form for juveniles under 18 to be able to use the internet computers as this is filtered usage. Jeanette seconded the motion. All in favor, none opposed, motion passed.
  - Non-resident Cards: Discussion about who can get a non-resident card, Heidi will check for policy
  - Close for 1<sup>st</sup> day of live Koha?
  - Closed for Football Jamboree, August 27<sup>th</sup> due to 5,000+ attendees in back fields. This closure will continue as long as this is an annual event.
  - VT Public Library Calendars: proposed to Friends to purchase outright or just take orders from Patrons. Will take next week to gauge interest in program then will make decision. Hopefully if we have support, MPL will have a shot at being showcased in it for 2012-2013.
- (end of inserted Director's Report)

## **Treasurer's Report:**

- Jeanette presented balances of accounts and also funds for replacement books paid out for July 2011.

## **Old Business:**

- Trustee Bylaws: Jen received a copy of Deborah Rawson's Trustee Bylaws. Will compile for September meeting a proposed set of bylaws from samples that we have received.
- 5 Year Plan: Jen also received a copy of Deborah Rawson's Strategic Plan. Heidi had the suggestion of a Three Year Plan as being more manageable and realistic. Will start work on ours in the coming months.

## **New Business:**

- all tabled due to time constraints

At 8:40 PM the Trustees went into **Executive Session for Personnel Discussion**. Adjourned from Executive Session at 8:50. No votes were taken or recorded.

Next meeting date set for September 6, 2011 @ 6:30 in the Library.

Gail made a motion to adjourn at 8:52PM. Jen seconded the motion. All in favor, none opposed, motion passed.

Respectfully submitted by Gail Wixson