



# Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852  
Ph. 603-473-8535 [www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

## Milton Free Public Library Trustees Minutes October 5, 2016

**Attendees:** Laurie Palmeira, Larry Brown, Betsy Baker

The meeting was called to order at 2:00PM by Larry Brown.

Larry Brown made a motion to approve the September 15, 2016 meeting minutes as written. Laurie Palmeira seconded. All in favor.

Betsy Baker gave the librarians report. The patron count for September 2016 was 300 patrons including 144 adults, 18 teens, and 138 children. From January 1<sup>st</sup> through September 30<sup>th</sup> of this year, the patron count totals 2,940. The patron count totals for the past few years are as follows: 2,940 (2015); 3,671 (2014); 3,974 (2013); 3,612 (2012). The Overdrive numbers for September totaled 191 transactions and consisted of 101 audio books, 87 e-books and 3 periodicals. As part of the CLiF grant, Children's author Jim Arnosky will be at Milton Elementary School on the afternoon of November 17, 2016 for the first presentation. Betsy is planning a spooky "after hours" party on October 29, 2016 (Saturday) from 5:30PM to 7:30PM at the library. Betsy has been reviewing various Memorandums of Understanding to identify any benefits that might be had for the trustees.

The trustees met with Susan Young Gaudiello, President of the New Hampshire Library Trustees Association, for a workshop on October 3, 2016. Ms. Gaudiello offered her time for a workshop with the trustees on the topics of management, library resources, relationship to the Board of Selectmen, and the qualities which both serve the board members and library goals. The trustees easily agreed that communication and clear financial records are very important for the small publicly supported library. Right now our major "rehab" tasks are accomplished and LCHIP is winding down; winter is coming. The election in March 2017 will bring a new elected trustee on board. It would be ideal to have a candidate who has a good background in finance, experience in public relations, and a current patron.

As the library is rebuilding its relationships to the selectmen, a copy of these minutes is going particularly to their attention so that they appreciate our understanding of their responsibility to appoint a temporary trustee if they feel it is needed prior to the March 2017 election.

Larry Brown gave the Treasurer's report. An updated bank statement was not available at the time of the meeting from Citizens Bank. The trustees and Library Director reviewed the YTD expenditures report. Of the \$56,500 budget, \$36,500 had been expended by October 3, 2016 leaving \$20,000 of the budget remaining. For 75% of the year 65% of the budget has been expended. Expenses look solid and controllable. The guilt jar yielded \$8, which was double counted. The new bank statement and treasurer's report will show \$26 collected from the guilt jar, minus the \$8,010 check to the Town which will be on that statement leaving a balance just shy of \$1,600.

Laurie Palmeira made a motion to accept the treasure's report and that it be placed on file. Larry Brown seconded. All in favor.

Betsy noted that a template version of a Memorandum of Understanding (MOU) will be included in the next edition of the New Hampshire Library Trustees Association newsletter. This will be a good starting point for a MOU between the library and the Board of Selectmen.

Larry is continuing to work on a sketch of the inside features of the library for the final LCHIP report. Jennie Palmatier was nice to offer her expertise.

Betsy is continuing to work on next year's budget.

No public comment.

Laurie Palmeira asked Betsy to update the call list for the library emergency alarm system.

The next Library Trustee meeting will be on November 9, 2016 at 2PM at the library.

Laurie Palmeira made a motion to adjourn the meeting at 3:16PM. Larry Brown Seconded. All in favor.

Recorded by Laurie B. Palmeira

---

Larry Brown

---

Laurie Palmeira