

**Milton Free Public Library Trustees**  
**Minutes**  
**July 17, 2014**

**Attendees:** Laurie Palmeira, Larry Brown, Betsy Baker, Mike Beaulieu, John Katwick

The meeting was called to order at 6:00 PM by Larry Brown.

A motion was made by Laurie Palmeira to approve the meeting minutes as written from June 19, 2014. Larry Brown seconded.

The current policies and procedures for the Library were reviewed and it was determined that they meet present community needs, good library practices, and statutory obligations.

Chairman Les Elder was not available for the meeting, so Laurie Palmeira and Larry Brown spoke individually regarding the budget prepared for the fiscal year upcoming for January 1, 2015 and the work done to assess and control budget expenses and meet CIP goals for 2014. On that basis, and in terms of the careful and prudent budget under which the Library operates consistent with past practice and the current value of the Library, Larry Brown moved to approve and implement the 3% salary increase for the Librarian and her staff for the period of 7/1/14 to 12/31/14 as previously approved. Laurie Palmeira seconded.

Betsy Baker and Mike Beaulieu discussed the roof repair that is immediately needed. Pat Smith of Milton DPW checked out the roof and felt it was out of the scope of the Milton DPW to repair. Mike Beaulieu will obtain outside quotes for the repair and has already been in contact with Interstate Roofing in town. He will also obtain a quote for repair of the entire roof as this information will be helpful for future budgeting and grant requests. The cost of the immediate roof repair should be covered by the Milton DPW maintenance.

Discussion ensued about the present budget and planned capital improvements spaced over 10 years. There is a need to plan for retained funds for major structural systems for standard maintenance and Library IT systems. The Library is currently expending 15K per year, but the exact budget numbers are still under discussion.

An envelope containing a possible bid for library work was address to Les Elder but was forwarded to Mike Beaulieu for opening as necessary.

Liz Dionne requested that preliminary work for the 2015 budget should be underway and Betsy Baker is working on the numbers. Utilities will be per cost and the COLA will change based on what is approved through the Budget Committee process.

Mike Beaulieu was questioned regarding the status of the bell tower reinforcement. Necessary supply costs were approved at the April 23, 2014 meeting in the amount of

\$200 to be expended from the MFPL Capital Reserve Fund. Mike explained that the bell tower reinforcement will be completed at the same time the work on the 2<sup>nd</sup> story egress takes place.

Larry Brown made a motion to close the meeting at 7:00PM which was seconded by Laurie Palmeira.

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Les Elder

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Laurie Palmeira

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Larry Brown