

Milton Free Public Library Trustees
Minutes
April 23, 2014

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

The meeting was called to order at 6:12 PM by Les Elder.

A motion was made by Larry Brown to approve the meeting minutes from March 22nd, March 25th, and April 15th. Laurie Palmeira seconded the motion. All agreed.

Librarian's Report – Betsy Baker presented a copy of the library's current budget and where she felt any savings could be garnered per the request by the Selectmen. Betsy noted that \$400 could possibly be saved under line item 340 Contracted Services due to the downloadable book consortium contract costing less than expected. Betsy also noted that she could try to make due with \$500 less in Office Supplies, line item 620. It was discussed that any additional monies available from the heating budget this year would be brought to the attention of Selectmen by November. Betsy will continue to keep the Trustees up to date on all purchases for the library.

Larry Brown suggested removing \$400 from the contracted services line item 340 and \$500 from line item 620 Office Supplies if needed in November. Les Elder seconded. All in favor.

Betsy noted that she sent out the book request for the Libre grant this week and that new library cards will be issued to all Nute middle and high school students so they would also have access to the downloadable book consortium. There will be a Children's party on Saturday, May 10th and at the same time a meeting will be held for the the gardener's club. The plant sale is schedule for Saturday, May 24th (Memorial Day Weekend). Raffle tickets will be sold for an opportunity to ring the bell tower of the library at the July 4th parade. Barbara Hughes of the Friends of the Library came up with the proposal and it was noted that she has been doing a great job of contributing ideas.

Les Elder stated that there had been no change in the Treasurer's Report from the last meeting minutes on March 22, 2014.

Mike Beaulieu presented the status of the repair bids from the Selectmen. He is still working with Mills Construction for a written quote for the second story egress. Mike will check to see if there is a closing date for the Request for Bids on the town website. It was believed that there would be no closing date for bids as this point.

LCHIP – Discussion ensued around possible library repairs for LCHIP. The grant proposal closing date for this year is June 27, 2014. John Katwick suggested splitting up the library repairs in phases. He suggested on concentrating on only the south side of the building which seems to be in the worst shape. The first phase of the work for the south side could include brickwork, clapboards, and trim repair. John noted that he strongly recommended replacement of the clapboards as opposed to re-nailing and repairing them instead. John Katwick and Mike Beaulieu will work together on pricing. Laurie Palmeira will be attending the LCHIP grant writing workshop on April 30th which will provide a better idea on what repairs should be tackled for this year's grant proposal.

John Katwick noted that per the last Trustee meeting minutes Selectmen Bob Bridges asked to see an electricians report that there were no known safety issues regarding the electric service in the building. Les Elder obtained a quote in the amount of \$300 from J&S Tech Electric of Milton to take a look at the building's wiring to ensure there are no electrical hazards.

Larry Brown made a motion to expend \$300 from the 2005 MFPL Capital Reserve Fund to J&S Tech Electric to inspect the existing wiring for defects as noted in the Team Engineering Report dated July 23, 2012 with the Selectmen's approval. Les Elder seconded the motion. All agreed.

Library Repairs Recommendations – Discussion ensued regarding the use of a timeline document that would allow increased organization and accountability for each repair. The document would outline each repair issue, projected start date, funding source, etc.

Mike Beaulieu noted that reinforcement of the bell tower could be completed for around \$200 in supplies to sure up the existing cables.

Les Elder made a motion to expend \$200 from the 2005 MFPL Capital Reserve Fund to purchase the supports and hardware necessary to support the bell tower with approval of the Selectmen. Larry Brown seconded. All in favor.

It was discussed that the library mission statement needed to be updated. The new mission statement reads as follows:

“The Mission of the MFPL is to provide quality library services to all members of the community, to enrich and inform our lives to through the power of books, the resources of technology, and special programs – for life-long learning, for entertainment and enjoyment, for knowledge of our world and democratic heritage.”

Laurie Palmeira made a motion to accept the new mission statement. Les Elder seconded. All in favor.

There were no Friends of the Library update as no members were present.

It was discussed that review of the Library's policies and job descriptions would be reviewed at the next meeting.

Under Public Comment John Katwick presented a brochure that the Milton Townhouse Stewardship Committee had produced. The brochure highlighted the history of the Townhouse as well as the goals of future preservation and how those goals would be accomplished. John also presented similar Thank You cards that the MTSC had produced to thank individuals for donations. John suggested that design of a brochure and Thank You notes might be beneficial to the library. John also submitted to the board a handout entitled "Keys to Success for Local Preservation Efforts".

John Katwick suggested that he would like to be on the agenda for the next Trustee meeting so he could present to the board what he knows about LCHIP grant funding and how the different timelines work.

Betsy mentioned that a 'dropbox' location or something similar would be helpful for everyone to have access to necessary documents electronically.

The next Library Trustee meetings have been scheduled for the following dates:

Thursday, May 22, 2014 6:00 PM at the Library

Thursday, June 19, 2014 6:00 PM at the Library

Thursday, July 17, 2014 6:00 PM at the Library

Larry Brown made a motion to close the meeting at 7:56 PM which was seconded by Laurie Palmeira.

Les Elder

Laurie Palmeira

Larry Brown