



# Milton Free Public Library

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## Milton Free Public Library Trustees Minutes April 14, 2017

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

The meeting was called to order at 2:13PM by Larry Brown.

Laurie Palmeira made a motion to approve the February 24, 2017 and April 3, 2017 meeting minutes as written. Nancy Drew seconded. All in favor.

Nancy made a motion to approve the meeting minutes of March 29, 2017 and Laurie seconded. Larry Brown abstained. All in favor.

Larry moved to approve the meeting minutes of March 20, 2017 and Nancy seconded. Laurie abstained. All in favor.

Betsy Baker gave the librarians report. The patron count for March 2017 was 279 patrons including 158 adults, 45 teens, and 76 children. The Overdrive numbers for March totaled 175 transactions and consisted of 103 audio books and 72 e-books. Betsy received eight Fan Fiction entries from the high school and one from the middle school. The awards are scheduled for May. Betsy attended the CHILLIS/NH Children's Librarians conference on March 30<sup>th</sup> and the focus was summer reading. Betsy also met with the principal of MES to set up a time and day to meet with the teachers to ask for their help in encouraging summer reading.

The upstairs hallway and stairs have been sanded and refinished and look great.

Pat Smith and John Katwick met with several contractors to last month to obtain bids for the second phase of the restoration work. Unfortunately, they did not receive any bids this time but have plans to reach out to additional area contacts. Laurie explained that she had spoken to LCHIP and we may ask for a 12-month extension from the LCHIP board if we have a new contractor with an LCHIP approved scope of work by September. Otherwise we would need to withdraw the application and reapply for the funds.

Betsy will be starting the employee review process shortly and will have the documentation in place by the first or second week of June.

Discussion ensued and it was agreed that Betsy will write her own review this year. Betsy is responsible for the circulation at the library, media choices assessment (Facebook), staff, interface between the library and the town (physical structure and services), and follow-up and avocation for the library.

Larry Brown gave the treasurer's report. The checkbook balance as of 3/31/17 was \$1,753.13 which included a \$13.00 deposit and one cent of interest.

The guilt jar yielded \$27.00. Larry made a motion to accept the treasure's report and that it be placed on file. Laurie seconded. All in favor.

Discussion ensued on the election of officers. Laurie nominated Larry Brown as chairman of the board and Nancy seconded. All in favor.

Nancy moved to nominate Laurie as secretary and Larry seconded. All in favor.

Laurie nominated Nancy as treasurer and Larry seconded. All in favor.

Laurie Palmeira explained that the final portfolio for LCHIP was turning out nicely. There will be one portfolio that will stay with the library and the second one will be forwarded to LCHIP.

Betsy has been working with Bruce Woodruff on the 2018 CIP.

Laurie reviewed a binder that Betsy had given her that included the library policies and procedures to review. Laurie transferred the binder to Nancy.

The next Library Trustee meeting will be on Wednesday, May 10<sup>th</sup>, at 2PM at the library.

Laurie made a motion to adjourn the meeting at 3:28PM. Nancy seconded. All in favor.

Recorded by Laurie B. Palmeira

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Larry Brown

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Laurie B. Palmeira

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Nancy Drew