



Milton Free Public Library

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Milton Free Public Library Trustees Minutes April 20, 2022

Roll Call Attendance: Trustees; Nancy Drew, Miranda Myhre, Anne Nute, alternate Larry Brown, and Library Director, Betsy Baker were present. The meeting was called to order at 2:06 p.m. by Chairperson Anne Nute. The Minutes of the March 16, 2022 meeting were reviewed and approved as written. Anne Nute moved, seconded by Miranda Myhre that the minutes be accepted as written and place on file in the library. All in favor. Motion carried. Anne Nute, aye; Nancy Drew, aye; Miranda Myhre, aye.

Appointment of Officers: It was unanimously agreed that the Officers for the following year (2022 – 2023) will include Larry Brown as Alternate Trustee.

Librarian's Report: Library Director Betsy Baker presented the librarian's report for the month of April. Betsy reported that she has hired one page and one assistant, who have received training for their positions. Betsy explained that the weekly Story Hour which is facilitated by a volunteer is experiencing dwindling attendance by families. Betsy asked for ideas to make the best use of the volunteer hours and serve the interest of families. It was suggested that having Story Time once a month, or by having the volunteer visit interested families in their home, could be possible. Betsy will discuss these options with the volunteer. Nancy Drew moved to accept the Librarian's report as written, Randy Myhre seconded. All in favor, the motion carried. Nancy Drew, aye; Randy Myhre Myhre, aye; Anne Nute, aye. The Trustees recommended that the April report be placed on file with the minutes in the library office.

Treasurer's Report: Treasurer, Miranda Myhre presented the March statement. The beginning balance on March 1, 2022 was \$1,034.02; interest received, \$.01. There were two deposits, \$25 for a non-resident annual library fee, and \$16 from the guilt jar. There were no checks written. The check for \$150, attendance for three trustees to attend the NHLTA Conference in May, has been sent and will appear on the April statement. The ending balance on March 31, 2022 is \$1,075.03. Anne Nute moved to accept the Treasurer's report, Nancy Drew seconded the motion. All in favor, the motion carried. Anne Nute, aye; Nancy Drew, aye; Miranda Myhre, aye.

Library Reopening Discussion: Betsy reported that there is more activity at the library by families with children since the requirement for masks has been made optional.

Continue Review of Policies: Six policy documents were reviewed: "Patron Rights and Responsibilities", "General Library Policies", "General Behavior and Patron Responsibilities", "Parking Policy", "Overdue Notice Policy and Procedure", and "Overdue Books Policy". After much review and discussion, the trustees voted to condense and refine the first three policies, and to include wording in the new policy document that covers overdue books; and to amend the Parking Policy to indicate that the parking lot is town property. The Trustees voted to approve and signed the "Milton Free Public Library Policy on Use and Confidentiality of Information", which was presented on December 15, 2021.

Other Business: The trustees agreed with Betsy's recommendations that the May meeting will focus on job descriptions, and the June meeting on evaluations.

The next meeting is scheduled for May 18, 2022, at 2:00 PM; at the Milton Free Public Library in Milton Mills.

The meeting was adjourned at 3:24. moved by Miranda Myhre, seconded by Anne Nute. All in favor, the motion carried.
Anne Nute. aye; Nancy Drew, aye; Miranda Myhre, aye.

Anne Nute

Miranda Myhre

Nancy Drew