



Milton Free Public Library

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Milton Free Public Library Trustees

Minutes

December 21, 2022

Draft

Call to order: At 2:30 PM Chairperson, Anne Nute called the meeting to order. Trustees: Anne Nute, Nancy Drew, Miranda Myhre, and Library Director, Ruth Gutman were present.

Approval of Minutes: November 16, 2022: Anne Nute moved, seconded by Mirada Myhre that the minutes for November 16, 2022 be approved and placed on file. All in favor, the motion carried. Anne Nute, aye; Miranda Myhre, aye; Nancy Drew, aye.

Treasurers Report: Treasurer, Miranda Myhre reported that the beginning balance for the November 1, 2022 checking account was \$1,036.09. There were no checks written, and one deposit \$25 for a non-resident fee. Interest for the month of November was \$.01 for an ending balance of \$1,061.10. Nancy Drew moved to accept the Treasurer's report, Anne Nute seconded. The motion carried; all in favor: Anne Nute, aye; Nancy Drew, aye; Miranda Myhre, aye. Trustees discussed more convenient ways other than purchase orders to pay for supplies and necessary equipment. It was recommended that we look into applying for a Citizens Bank credit card, and an Amazon card.

Librarians Report: The Librarian's report for November, was reviewed and approved. It will be placed on file with the November minutes. Library Director Ruth spoke about activities in planning stages for January and February. After completing three months as interim Library Director, Ruth Gutman has accepted the position of Library Director for the Milton Free Public Library. This was unanimously approved by the Trustees; Anne Nute, aye; Nancy Drew, aye; Miranda Myhre;

Library Assistant job description & approval for posting.

Library Director Ruth presented the complete job description for hiring a new library assistant, to fill the position vacated by her promotion. The budget does have enough funds to cover this. The trustees approved having this position posted in the usual places.

Other Business: Director Ruth explained that there have been several requests for use of the upstairs room for children's parties and activities. Trustees will revisit and discuss the existing policy for private room use at the next meeting.

Adjourn:

The next Trustees' meeting is scheduled for Wednesday, January 18, 2023; 2:30 pm at the Milton Free Public Library in Milton Mills.

The meeting was adjourned at 3:30 PM; so moved by Chairperson, Anne Nute, and seconded by Nancy Drew. All in favor, the motion carried. Anne Nute, aye; Miranda Myhre, aye; and Nancy Drew, aye.

Anne Nute

Miranda Myhre

Nancy Drew