

Milford Town Library
Board of Library Trustees
Thursday, December 12, 2019
Meeting Minutes

Present: Ed Bertorelli, Sue Edmonds, Al Spittler, Stephanie Abisla, Margaret Myatt, and Marco BonTempo
Public Johnna Cooley

- I. Call to Order - Ed Bertorelli calls the meeting to order at 7:00 pm.
- II. Approval of Agenda: The agenda is handed out. **Motion** to approve today's agenda by Al, second by Marco. Vote unanimous.
- III. Approval of Minutes from November 14, 2019 by Marco, second by Al. Vote unanimous.
- IV. Approval of Warrants: Warrants distributed and read aloud by Ed Bertorelli. **Motion** to approve warrants by Marco, second by Stephanie. Vote Unanimous.
- V. Invitation to Speak: Johnna asked if there was a date for the disaster training yet. Ed explained they're waiting for a response back.
- VI. Appointments: None at this time.
- VII. Reports and Statistics:
 - A. Committee Reports:
 1. Job Description: Sue explains they met and they created a blank job form that they will give to each department supervisor to fill out. They will also be working with Maureen Giffin from HR.
 2. Hill Garden Committee: The stone dust will be laid soon once the temperature allows.
 3. Disaster Committee: Nothing at this time.
 4. Room Policy: Margaret, Stephanie and Sue met again. They are almost done.
 - B. Director Report as distributed. There will be computer classes offered to the public.
 - C. Staff Reports as distributed.
- VII. Old Business:
 - A. Budget update: Things are good at the moment, keeping an eye on the electricity usage/billing. There will be new rugs put into the Children's room, hopefully in the Spring.
 - B. IT Update

- a. MeeScan update: Usage still increasing.
- b. Microfilm reader. Very active.
- c. Staffing computers will be updated.

C. Construction Quote Updates:

- a. HVAC: Waiting for ENE updates.

D. Punch List:

- a. Asst. Director posting. No change.
- b. HR/Disciplinary policy. HR responsibility
- c. Schedule of contract renewals: Update at next meeting.
- d. Department listings. Final review needed by Jenn DeManche.
- e. MTL Gift Accounts: This needs to be resolved.
- f. Room Policy: No change.

VII. New Business:

- A. A meeting of the Evaluation Committee should occur soon.

IX: Adjournment: **Motion** to adjourn at 7:21pm by Marco, second by Margaret. Vote Unanimous.

Next Scheduled Meeting: Thursday January 9 @7pm.