

Milford Town Library  
Board of Library Trustees  
Thursday, October 10, 2019  
Meeting Minutes

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

- I. Call to Order - Ed Bertorelli calls the meeting to order at 7:01 pm.
- II. Approval of Agenda: The agenda is handed out. **Motion** to approve today's agenda by Margaret, second by Stephanie Abisla. Vote unanimous.
- III. Approval of Minutes from June 13, 2019 and July 11, 2019 tabled until next scheduled trustees meeting. **Motion** to table at this time by Stephanie Abisla, second by Al Spittler. Vote unanimous. Approval of the Minutes as amended from September 12, 2019 by Al, second by Margaret. Vote unanimous.
- IV. Approval of Warrants: Warrants distributed and read aloud by Ed Bertorelli. **Motion** to approve warrants by Margaret, second by Stephanie. Vote Unanimous.
- V. Invitation to Speak: Johnna Cooley asks for emergency training to be scheduled. She states this would include active shooter, chemical spill etc. She is unsure if an outside source needs to be invited in. She suggests CPR training and the AED machine training should be planned. She also has concerns with the meeting room capacity. Ed will reach out to the Chief and try to get an active shooter training scheduled. Ed will reach out to Ron Auger as well.
- VI. Appointments: None at this time.
- VII. Reports and Statistics:
  - A. Committee Reports:
    1. Job Description: Planning to set up another meeting and review drafts.
    2. Directors Contract Committee: Not met. Update to follow.
    3. Hill Garden Committee: Sue said by the end of November the walkway will be mapped out. The bench footings will be put in and the statue will be moved. More donations are being sought out. Update to follow.
    4. Evaluation Committee: Update to follow.
    5. Disaster Committee: Will find a date to meet.
  - B. Director Report as distributed. Sue adds a staff member overheard four teens joking they had a gun in the library, the director asked the attorney Boddy how to handle it. She called their parents and spoke with the teens and told them they cannot joke about things like this.
  - C. Staff Reports as distributed.

VII. Old Business:

- A. Budget update: Director and Trustees Chair met with Library Finance subcommittee on 9/4/19 Reviewed current FY2019 budget status and capital planning submissions for the October 28, 2019 Special Town meeting. New shelving will be built in the history room to help preserve the books.
- B. IT Update
  - a. MeeScan update: Usage still increasing.
  - b. Microfilm reader. These can be used toward state aid.
- C. Construction Quote Updates:
  - a. HVAC: In final stages of installation and will be completed by mid-October 2019. All new thermostats are covered and locked.
  - b. Stairs: Completed.
  - c. There will be an energy audit. Update to follow.
- 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: no change.
  - f. Room Policy: Sue and at least one other committee member to work on this. A social media policy is being created by Maureen Giffin.

VII. New Business:

- A. Committee Appointments: Directors evaluation committee is being formed.

IX: Adjournment: **Motion** to adjourn at 7:33pm by Margaret, second by Stephanie. Vote Unanimous.

Next Scheduled Meeting: Thursday November, 14 @7pm.