

Milford Town Library
Board of Library Trustees
Thursday June 13, 2019
Meeting Minutes

Present: Ed Bertorelli, Marco BonTempo, Sue Edmonds, Stephanie Abisla, Margaret Myatt, David Probert, Johanna Cooley, Maureen Giffin, Charles Boddy

- I. Call to Order - Ed Bertorelli called the meeting to order at 7:05pm.
- II. Executive Session- Marco Bon Tempo made the motion to go into Executive Session. Seconded by Margaret Myatt. Trustees were asked to vote to enter Executive Session. Marco Bon Tempo, Margaret Myatt, Stephanie Abisla, Edward Bertorelli all voted yes to enter into the Executive Session at 7:10pm.
 - A. Meeting with Town Counsel and Human Resource Director to discuss Library Director Contract and evaluation pursuant to G.L. c. 30A, s. 21(a)(2)Executive Session ended at 7:35pm and regular meeting resumed.
- III. Approval of Agenda: The agenda was handed out. A **motion** to approve the June 13, 2019 agenda by Margaret Myatt, second by Stephanie. Vote unanimous.
- IV. Approval of Minutes from March 14, 2019, **motion** to table at this time by Margaret, second by Stephanie. Vote unanimous. Approval of Minutes from May 9, 2019 **motion** to approve the Minutes by Margaret, second by Marco. Vote unanimous.
- V. Approval of Warrants: Warrants distributed and read aloud by Ed **motion** to approve warrants by Marco, second by Stephanie. Vote unanimous.
- VI. Invitation to speak: David Probert expressed his interest in filling the vacant trustee position created by Library Trustee Ron Auger's resignation. Ed thanked Mr. Probert for his interest in serving on the Board of Library Trustees. Ed asked him to send a letter of interest as the Chair of the Board of Library Trustees. Mr. Probert and any other interested people in the position will be reviewed by the Board of Library Trustees and the Board of Selectmen. The two boards meet at Selectmen's meeting and together appoint a replacement. The term ends in April 2020.
- VII. Appointments:
 - A. Committee Appointments:
 1. Director Contract Committee: Marco Bon Tempo (Chair) Margaret Myatt, and Jenn DeManche.

2. Director Evaluation Committee: Marco Bon Tempo (Chair) Margaret Myatt and Jenn DeManche.
3. Disaster Planning Committee: Appointment to be made.

VIII. Reports and Statistics:

- A. Committee Reports:
 1. Job Description: Committee met to reviews current status and will find another meeting date.
 2. Director Contract Committee: No update.
 3. Hill Garden Committee: Ed provided an update on the scheduling of the installation of the pathways. The project should begin by the end of the July. Fieldstone Pros installed the new library front steps is the contractor. Mike Bon Tempo is scheduling the other contractors after the pathways are installed.
 4. Evaluation Committee: No update.
 5. Disaster Committee: No update.
- B. Director Report as distributed. The front steps have been installed and the railing will be installed by the end of July. The HVAC project is now scheduled for August.
- C. Staff Reports as distributed.
 1. Technical Services Supervisor Michael Conboy discussed a new streaming service starting July 1, 2019. Kanopy is a service which provides patrons with free access to movies and television programs. Patrons access content with their library cards through the Kanopy (www.kanopy.com) web site. The library can decide the number of items available monthly. The service is purchased on a monthly basis and can be used to meet materials expenditure requirements.

IX. Old Business

- A. Budget -The utilities lines are being monitored for overages. The rest of the budget is doing well.
- B. IT Update:
 - a. MeeScan usage is increasing. The removal of security cases has assisted in improving the ease of using the devices. The Childrens Room is used the most. . Patrons are also becoming more comfortable using
- C. Punch List:
 - a. Asst. Director posting. No change
 - b. HR/Disciplinary policy. The HR Director is working on a policy for the Town of Milford.
 - c. Schedule of contract renewals: No update.
 - d. Department listings. Still reviewing revisions.
 - e. MTL Gift Accounts: No change

- f. Posting of the Trustees Minutes. IT Department has provided instructions for departments to post meetings. Postings begin with the May 9, 2019, meeting minutes.
- g. Room Policy: Update to follow.

VII New Business:

- A. Warrant Signatures: Ed brought up the challenge of having the correct number of signatures for the warrants. Currently with 5 trustees, only 3 are required and 4 with 6 trustees. After consulting with Finance Director Zachary Taylor, the Board of Library Trustees can designate one trustee to sign for the BOT. Ed asked the BOT members their view on a single signature. Responses were mixed. BOT members want to explore the idea and discuss at the next meeting. No action taken.
- B. Final Thoughts:
Marco mentioned the BOT wants to resolve the issues discussed in the Executive Session with the director's contract.

IX: Adjournment: Next meeting: Thursday, July 11th at 7pm.

Motion to adjourn at 8:40pm by Margaret, second by Stephanie. Vote unanimous.