

Milford Town Library  
Board of Library Trustees  
Thursday May 9, 2019  
Meeting Minutes

Present: Jennifer DeManche-Yohn, Ed Bertorelli, Marco BonTempo, Sue Edmonds, Stephanie Abisla, Margaret Myatt, Audrey Snowden, Johanna Cooley

- I. Call to Order - Ed Bertorelli calls the meeting to order at 7:01pm.
- II. Introduction of Newly Elected Trustees: Margaret Myatt and Stephanie Abisla are welcomed.
- III. Approval of Agenda: The agenda is handed out. A **motion** to approve today's agenda by Marco BonTempo, second by Stephanie. Vote unanimous.
- IV. Approval of Minutes from March 14, 2019, **motion** to table at this time by Ed, second by Jen. Vote unanimous.
- V. Approval of Warrants: Warrants distributed and read aloud by Ed. **Motion** to approve warrants by Marco, second by Margaret. Vote Unanimous.
- VI. Invitation to speak: Audrey, see donation policy.
- VII. Appointments: None at this time.
- VIII. Reports and Statistics:
  - A. Committee Reports:
    1. Job Description: Jen and Ed have edited the descriptions. Update to follow.
    2. Directors Contract Committee: Not met. Update to follow.
    3. Hill Garden Committee: The stairs have been started. Ed plans to ask the Friends if there will be any donation. Also, there may be some leftover tif that could be used. The FMTL have also already been discussing what plants and flowers will be put in the garden. Update to follow.
    4. Evaluation Committee: Update to follow.
    5. Disaster Committee: A new trustee will need to be appointed. Update to follow.
  - B. Director Report as distributed: There is a possibility that a center railing might be necessary for the new stairs per ADA. There is still enough money left in the approved amount to edit the railing installation if necessary. Sue will look into the ADA requirements, and try to get a quote as well. Update to follow.
  - C. Staff Reports as distributed: Update to follow.
- VII. Old Business:
  - A. Budget update: Jen and Sue had to justify the reasoning but the amount was approved.
  - B. Open meeting updates: Stairs already addressed.
- C. IT Update:

- a. 5 Yr IT Capital Plan. This should be started by the end of May. Update to follow.
- b. MeeScan update: Sue had some updates and edits done. Update to follow.
- C. Construction Quote Updates:
  - a. HVAC: Update at next meeting.
- D. Punch List:
  - a. Asst. Director posting. Update at next meeting.
  - b. HR/Disciplinary policy. Update at next meeting.
  - c. Schedule of contract renewals: Jen and Sue will work on this. Update at next meeting.
  - d. Department listings. This has been mostly completed by Jen and Sue.
  - e. MTL Gift Accounts: Update at next meeting.
  - f. History room LT plan: Update at next meeting.
  - g. Donation Policy. Audrey has helped to revise the gift policy. The policy has been revised to highlight funds and materials, in good condition. Appraisal and tax information is not given by the library, it must be completed outside the library, prior to donation. Audrey explained the issue with digitizing photos/diaries/yearbooks is due to intellectual property rights. A **motion** to approve if town council approves by Jen, second by Stephanie. Vote unanimous.
  - h. Recordings and minutes postings on website: Sue will be looking into this. Also the website needs to be updated as far as the trustees listed goes.
  - i. Room Policy: Update to follow.

VII. New Business:

- A. Election of Officers: Secretary: Marco is nominated for Secretary by Ed, second by Margaret. Vote unanimous. Vice Chair: Ed nominates Margaret for Vice Chair, second by Marco. Vote unanimous. Chairman: Jen nominates Ed for Chairman, second by Stephanie. Vote unanimous.
- B. Miscellaneous: Ron Auger has resigned from the board. So a new library trustee is necessary. A posting will be put on multiple websites to potentially fill this seat. A **motion** to go forward with giving a posting to the town, and to review potential trustees who will then be forwarded to the selectmen to review by Ed, second by Margaret. Vote unanimous.

IX: Adjournment: Next meeting: Thursday, June 13th at 7pm.

**Motion** to adjourn at 7:50pm by Jen, second by Stephanie. Vote Unanimous.