Milton Public Library
Board of Trustees
Regular Meeting
39 Bombardier Road, Milton, VT
In person at the Milton Library Community Room and via remote
Date: April 7, 2026

Minutes

Library Trustees Present: Cathy Vadnais-Chair, Henry Bonges-Vice Chair, Beth Bouchard-Treasurer, Gillian Taylor-Secretary, Joe Duquette-Member at Large
Library Staff Present: Matthew Davis-Director, Lorraine Kelm, Youth Services Librarian
Public Members Present: None

I. Call to Order by Cathy Vadnais
- 6:00 PM

II. Agenda Adjustments:
- None

III. Public Forum:
- None

IV. Approval of of February 3, 2026 minutes:
- Cathy motions to approve minutes. Second by Joe. Approved unanimously.

V. Approval of March 5, 2026 minutes:
- Cathy has an edit. Treasurer's Report update. Instead of None, add "Beth will go to TD Bank and start the process of removing Alan Fletcher, the former chair, from the trustee bank account, and start the process of adding Cathy, the new chair, to the account."
- With that addition, Cathy motioned to approve minutes. Second by Joe. Approved unanimously.

VI. Approval of March 24, 2026 special meeting minutes:
- Cathy motioned to approve, Second by Joe. Approved unanimously.

VII. Role of Board:
- Reviewed *What Does a Library Trustee Do?* document in the MPL Trustees Binder:
  - Looked at basic trustee responsibilities.
  - Talked about the Duty of Care or Diligence, the Duty of Loyalty, and the Duty of Obedience.
- Reminder that board members shouldn't micromanage.
- Reminder to keep personal and library trustee agendas separate.

VIII. Board Goals Discussion:
- Cathy wants to keep board's primary focus on our five-year strategic plan.
  - Two more presentations to the select board prior to Library's next budget.
- Joe requested a link on the meeting agenda to all related documents and materials that will be discussed in the meeting. Matthew will reach out to Brittany Tradup about the best way to add these materials going forward.
- Henry proposed a financial literacy course would add value to the community:
  - Gillian mentioned CVOEO has expertise and curriculum already developed in this area and might be a good partner/resource.
  - Matthew can speak to Mary Beth about logistics on what a program like this might look like.

  - Financial literacy aligns well with the 5-Year Strategic Plan. Cathy encouraged board members to bring program ideas aligned with the 5-Year Strategic Plan like this straight to Matthew as there isn't a need to filter them through the board.
  - Matthew's only concern would be attendance can be a struggle. Also, sometimes external partners (esp. businesses) want to solicit patrons, which is a no go.
- Survey:
  - What do people feel the role of the library is in our community now and in the future?
  - Cathy believes the survey will to bolster the credibility the Library's 5-Year Plan, especially in advocating for the Library's budget.
  - Work with the Friends to fund and implement and promote the survey (at public events, QR code, etc.)
  - Matthew will draft potential survey questions to discuss in May meeting.
  - Board Trustees are encouraged to review library surveys in general and come prepared to discuss what the final survey might look like at the next meeting. Board should also forward any survey ideas along to library staff prior to May meeting.
- Review Library Community Room Policy:
  - Joe wants to clarify the policy for the library's community room.
  - The policy was last approved in October 2023.
  - Matthew mentioned the challenges of community need versus the logistical reality of the library. The community room can only be used during library hours — at least 2 staff must be present whenever the community room is in use.
  - Two community rooms in the same building is confusing. Is there a way to differentiate our library community room?
- More library card holders:
  - Matthew spoke to the challenges of the library becoming a catchall — the more activities offered under a community center focus, the less capacity to focus on the primary function of the library to be a hub of access to information, books, and other resource materials.
  - Literacy, reading comprehension, critical thinking, and the appetite and ability of youth to seek the library for its primary function is a long-term concern.

IX. Update on Facilities Maintenance/Carpet:
- Library Blinds:
  - Quotes from Tia's Home Design and Gordon's Window Decor were prohibitively expensive.
  - Matthew doesn't think it's a wise use of funds at this time.
- Library Carpet:
  - The carpet is wholly the responsibility of the Town. Matthew and staff were directed to send all maintenance needs directly to John Bartlett. Currently, there's greater need across town buildings than hours to complete the janitorial work.
  - The carpet cleaning situation is currently at an impasse. The solution will be unresolved until new bids are out and a new contract for janitorial services for the Town is secured.

X. Library of Things Discussion:
- Henry is talking to Chris about the availability of the Ice House building.
- Early stages of inquiry into community interest. Next step is to discuss interest at the next Friends meeting and discover if there are any big vetoes/roadblocks that would end the discussion now.

XI. Staff Feedback:
- None

XII. Director's Report:
- April and May will be challenging because Lorraine and Mary Beth are out for 3 weeks in April, and Matthew and another staff member will be out in May.
- Staff meeting discussed the best options for the new circulation desk staffer.
  - For Tracy to have a bit of overlap with the new staffer, she would increase her time to one additional hour on Friday, making the new position would be 18 hours.
  - Staff prefer one person fill the role over having multiple candidates filling shorter shifts.

- Their goal is to have consistent availability day to day. The new staff position will work Tuesday, Wednesday, Thursday, 9 AM to 3 PM as the primary circulation desk person.
- This would require a shift in library open hours.

Monday	9 AM - 7 PM
Tuesday	9 AM - 3 PM
Wednesday	9 AM - 7 PM
Thursday	9 AM - 7 PM
Friday	9 AM - 5 PM
Saturday	10 AM - 2 PM

- This way, on Tuesdays, Lorraine can focus on youth services work from 3 to 5 PM after the library is closed to the public. Her time will also be more flexible freed up from being the primary circulation desk staffer at those times.
- Four people have expressed interest in the position. Staff will proceed with interviews.
- New role to go into effect July 1st in the new fiscal year with the new budget.
- The board is in support of this plan with no objections.

• Public Performance License
  - GLMC had no funding for public performance of videos.
  - Matthew found a license at $462 for a year's access of public performance and made it work in the library budget.
• 15 additional rolling chairs ordered for programs in the community room will arrive Thursday.
• MPL data submitted for Vermont Annual Report for Public Libraries.
• Lorraine, Mary Beth, and Michelle have done wonderful work planning summer programs and activities.
  - Lorraine reviewed the various activities that are upcoming and planned.

XIII. Treasurer's Report:
• Library Trustee accounts were closed by Beth and Allan on April 6, 2026.
• There is a $5,865.06 check for the Friends of the Library from these closed accounts.
• Karen from the Friends will pick up the check from Matthew.
• Hence forth the Treasurer's Report is closed our as an agenda item.

XIV. New Business for Next Agenda:
• Survey review.

XV. Executive Session: Director's Evaluation:
• Cathy motioned to move into Executive Session, Second by Henry. Approved unanimously.
• Henry motioned to exit Executive Session, Second by Joe. Approved unanimously.

XVI. Adjournment:
• Motioned by Henry at 7:58 PM. Second by Cathy. Approved unanimously.

Next regular meeting is scheduled for 05/05/2026 in the Milton Library Community Room at 6:00 PM.

Respectfully submitted,
Gillian Taylor
Secretary