

**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: 02/03/2026**

Minutes

Library Trustees Present: Cathy Vadnais-Vice Chair, Beth Bouchard-Treasurer, Jenn Taylor-Secretary, Joe Duquette-Member

Trustee Absent: Al Fletcher-Chair

Library Staff Present: Matthew Davis-Director, Lorraine Kelm

Public Members Present: Henry Bonges, Gillian Taylor

- I. Call to Order by Cathy:**
 - 6:01 pm
- II. Agenda Adjustments:**
 - Cathy motioned to Table the presentations by Hannah Luman and Amber Baker. Second by Joe. Unanimously approved.
- III. Public Forum:**
 - Henry Bonges suggested the Library work with the Ice House Committee for potential space use in the future. Cathy proposed having collaborative discussions at a later date.
- IV. Approval of January 6, 2026, Regular Meeting minutes:**
 - Joe motioned to approve the minutes. Second by Beth. Approved unanimously.
- V. Update on Window blinds:**
 - Matthew presented a pricing estimate from Tina's Home Designs. Entry area \$2699.00. Remainder of the library \$9997.00. Totalling 12,696.00, with tax exemption and at no charge for installation.
 - Staff have reported that the carpeting needs a deep commercial cleaning or full replacement, and ask Trustees to consider this a priority over window coverings.
 - **Tasks as it applies to this section:**
 1. Mathew will gather the estimate from Gordon's Vermont Shades and Blinds. Both estimates will be provided to the Trustees at the next Regular Meeting. Trustees will decide which estimate Matthew should present to The Friends of the Library for financial support.
 2. Matthew will meet with John Bartlett, Milton's Operations Director, to discuss next steps in commercial carpet cleaning or replacement, as the building belongs to the Town of Milton. Matthew will report the conclusion to the Trustees.

3. Based on the above conclusion, either a) the Town of Milton will work towards a carpet remedy, or b) Matthew will contact at least two commercial carpet cleaning businesses for estimates. These estimates will include an estimated carpet lifespan that will be provided to the Trustees.

X.Friends Report:

- Matthew, Marybeth, and Lisa are meeting next week to discuss the upcoming bake sale and to set the next meeting date.

XI. Staff Feedback:

- The Stuffies Sleepover went very well! Staff were able to spread the activity tasks across the week and found it to be more fun for all. Each staff member helped to create this magical event, each using their own unique skill sets. This team of staff genuinely supports and celebrates each other.

XII. Director's Report Update:

- Technological problems continue. The public computers each needed updates that consumed much of Matthew's time. Additionally, patrons are coming to the staff to fix issues with their own personal devices.

XIII. Treasurer's Report:

- Beth shared the December balances: Checking \$2193 and Savings \$4475.91.

XIV. New Business for Next Agenda:

- Trustees Reorganization
- The Recreation Department's use of the Library Community Room discussion with Hannah Luman.
- Finance Department discussion with Amber Baker.
- Update on Carpets and Blinds
- Personal Technology Device Policy
- Assign a committee to meet with Jeff Manley regarding the use of the Ice House

XV. Executive Session:

- none

XVI. Adjournment:

- Motioned by Cathy at 7:31 pm
- Second by Jenn
- Approved unanimously

Next Regular Meeting is scheduled for 03/05/2026 in the Milton Public Library Community Room at 6 pm.

Respectfully submitted,
Jennifer Taylor
Secretary