

**Milton Public Library
Board of Trustees
Special Meeting
39 Bombardier Road, Milton, VT
In person at the Milton Library Community Room and via remote
Date: March 24, 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

Town of Milton Staff Present: Amber Baker-Deputy Town Manager/Finance Director

Friends of the Library Present: Al Fletcher

Public Members Present: None

I. Call to Order by Cathy Vadnais

- 5:00 PM

II. Agenda Adjustments:

- None

III. Public Forum:

- None

IV. Approval of HUD grant application, presented by Al Fletcher, from the Friends of the Library

- The State of Vermont has around \$9.4M allocated for libraries after administration costs.
 - Every library can apply for repair work or building updates that have not been completed due to lack of funding.
 - Every county in Vermont will get at least one grant.
 - Grants must be in the range of \$50,000 to \$400,000.
- Milton is applying for a project to create a new entrance for the library and to replace the current suboptimal book return dropbox.
- The project estimate is \$96,438 to cover concrete work and make sure the entrance is accessible. It includes \$10,000 for the new book return.
- There are 4 rounds in the application process. It is a competitive grant. The application being submitted scored high in points and Al is optimistic that this application will make it through the first phase.
- The grant requires this project be completed by the end of 2027.
- The goal is to start construction by next spring or summer to be completed by end of 2027.
- Awards will be announced by Summer 2026.
- The town manager and select board trustees have signed off on this preliminary plan.
- Amber had a question about the town's procurement policy in regards to completing this project. Al doesn't believe that that should impact this grant. Also, an Act 250 permit is already acquired as of 1995.
- The first bid was preliminary and more detailed bids will follow in subsequent phases.
- The town may be upgrading pavers, which would dovetail with this grant.
- The timing of the next phases is unknown, but this first round is due on March 31st.

- There was mention of concerns over federal funds disappearing or not being available when expected. While this is a concern at the federal fund level, the concern is less for funds that are administrated through the State of Vermont, which this grant would be.
- Joe motioned for the Milton Library to accept this grant application as written by the Friends of the Library. Second by Beth. Approved unanimously.

V. Transfer of the Milton Library Trustee bank accounts to the Milton Friends of the Library

- The auditors want this money moved to the Friends to avoid administrative burden.
- Amber shared a concern over the language in section D in the Agreement Between the Town of Milton and the Milton Library Trustees. It mentions the town shall create and maintain a library fund and it will be under the sole control of the Library Trustees.
- Matthew says it was never signed off on. It's an understanding, but without signatures, it is just a draft agreement. Matthew's understanding is that the Library Trustees can designate these funds to the Friends at its discretion.
- Henry was concerned about the Library Trustee funds moving to the Friends. Matthew described how the Friends of the Library work. The Friends' charter says all expenditures are controlled by Library Trustees and the Director. Only trustees and the library director can expend these funds. The Friends are in charge of fundraising, but they don't have expenditure control.
- There was a question on where these funds originated from. They were generated by the secondary Xerox copier in the library, which was purchased with a \$400 grant the year Matthew started.
- The current balance of the funds to be moved is around \$4,000.
- Henry motioned to move these funds from the Library Trustee accounts to the Friends account. Second by Joe. Approved unanimously.
- Amber would like documentation of this for her audit.
- Gillian motioned to have all future funds raised by the secondary Xerox copier directed to the Friends account. Second by Joe. Approved unanimously.
- Joe motioned to have Beth and Al facilitate the movement of the Library Trustees' accounts balances into the Friends' account. Second by Gillian. Approved unanimously.
- Regarding the draft agreement between the Town of Milton and the Milton Library Trustees, Amber would like to revisit this document. It will be added to a future agenda to review the draft and modify it as necessary in order to validate a final version that is officially signed.

Adjournment:

- Motioned by Cathy at 5:30 PM. Second by Henry. Approved unanimously.

Next regular meeting is scheduled for 04/07/2026 in the Milton Library Community Room at 6:00 PM.

Respectfully submitted,
Gillian Taylor
Secretary