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: May 5, 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 April 7, 2026 minutes:
- Matthew has an edit to the Director's Report. The Friday open time is incorrect. Update from 9 AM to 10 AM.
- Henry motions to approve minutes. Second by Joe. Approved unanimously.

V. Survey discussion:
- Keeping in mind that the library is not a Community Center, what are the community's dreams for library facilities?
- Survey should ask about current use, but also touch on future use/aspirational ideas.
- Matthew's survey questions focus on the current facility and function of the library.
- When asking about digital resources, consider the expense or more access points, wiring the building, adding digital offerings, maintaining a more robust website, digital periodicals, etc.
- Survey delivery options: email, onsite, text, website, mailers, etc.
- Survey Promotion: options to promote on election days, tabling (farmers market, parks and rec tent), delivering to local stakeholders/events (senior center, MFCC, etc.).
- Survey contact list: Will need to ask clerk for mail list data and research nonprofit postage rate and pricing for postcards.
- Postcard might include QR code, direct folks to library, and offer option to mail a survey.
- Survey patrons first. Include patrons who use digital resources but don't come onsite. Next expand survey to non patrons.
- Trustees will review and rank Matthew's survey questions to discuss next meeting.
- Eventually loop in the Friends to support survey project.

VI. Staff Feedback:
- Michelle has some compliments from patrons and will follow up with more details.

VII. Director's Report:
<u>Library Hours</u>
- The new staff position will work Tuesday, 10 AM to 4 PM and Wednesday and Thursday, 9 AM to 3 PM.

- New proposed library hours:

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

- Henry motioned to update library hours as detailed. Second by Joe. Approved unanimously.

<u>Budget</u>

- There is an error in the budget causing a $10,000 discrepancy. Error was identified before FY26 start but has not been corrected.
- When the Select Board made Lorraine full-time, they accounted for salary but not the insurance buyout.
- Matthew met with Amber to discuss his responsibilities in the budget and to clarify that this is not the Library's responsibility to make up the gap. Amber will speak to Chris about this deficit, which is the town's responsibility.

<u>Miscellaneous</u>

- Community room chairs arrived and Matthew will ask the Friends to help assemble.
- Matthew will post library trustee informational packets ahead of meetings to the Town's SharePoint files so it can be linked on the website.
- Library public printers: The library pays for the paper and toner. Amber is looking into how copier proceeds are split by machine. If the budget gets tight, the library may decide not to offer public copiers anymore. Printers are costly and are not central to the library's primary function.
- Holiday pay: Staff request trustees craft a proposal to bring to Amber regarding the conflict of the Town's weekday holiday time when holidays fall on the weekend since the Library is open on Saturdays.

VIII. New Business for Next Agenda:

- Discuss survey.
- Discuss proposal addressing holiday pay for library staff.
- Select new date for July meeting.
- Friend's of the Library Report.

IX. Adjournment:

- Motioned by Cathy at 7:34 PM. Second by Joe. Approved unanimously.

Next regular meeting is scheduled for 06/02/2026 in the Milton Library Community Room at 6:00 PM.

Respectfully submitted,
Gillian Taylor
Secretary