

**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: June 2, 2026**

Minutes

Library Trustees Present: Cathy Vadnais-Chair, Beth Bouchard-Treasurer, Gillian Taylor-Secretary, Joe Duquette-Member at Large

Trustee Absent: Henry Bonges-Vice Chair

Library Staff Present: Matthew Davis-Director, Lorraine Kelm-Youth Services Librarian

Public Members Present: Betsy Paret-Select Board, Al Fletcher-Friends, Julie Lombard-Friends

I. Call to Order by Cathy Vadnais

- 6:00 PM

II. Agenda Adjustments:

- None

III. Public Forum:

- None

IV. Approval of of May 5, 2026 Minutes:

- Joe motions to approve minutes. Second by Beth. Approved unanimously.

V. Friends Report:

- Friends are meeting every other month.
- Friends are getting point of sales up and running. They're also setting up Venmo.

Capital Projects Campaign

- Friends set a goal to fundraise \$50,000 in the next year to fund 3 to 4 capital projects.
- Request a proposal by August with up to 10 project suggestions (electrical, kitchen appliances, carpets, blinds, etc.).
- Proposed structural projects will need to loop in John and the Town.
- Friends will research project costs.
- Library staff will discuss capital project ideas to propose at August meeting.
- Matthew will send Al the blinds quotes.

Basket Fundraiser

- 70 baskets raised \$6,200 last year.
- Friends request to reserve the Community Room for two weeks (Oct. 5 - 17) for staging the baskets. The baskets will be stored at a different location. Matthew says accommodating this request is a significant challenge. Lots of staff and different groups are using this space. Library staff will discuss what's possible.
- Cathy suggested temporary Costco shelving as a partial solution.
- Friends and staff will confirm a basket staging plan by August.

New Mini Golf Tournament Fundraiser

- "Mini Masters," timed for Masters next year, April 9th, from 6 to 8 p.m.
- 18 hole tournament in the library.
- Friday afternoon set up. Sponsors can design holes. Entry fees to participate (up to 72 participants).
- Burlington library raised around \$24,000 with their golf fundraiser.
- Expect it to raise a minimum \$4,000.
- Al said it was cleared to have alcohol in the library for this event.

VI. Survey Discussion:

- Seek to include survey framework elements in Joe's draft. In particular because it included community demographics like aging residents.
- Seek to consolidate, streamline and remove duplication in Matthew's draft. Suggest dropping facilities questions, and reducing the satisfaction section. Possibly combining sections on devices and public computers. Matthew pointed out device questions are worth asking if we're considering adding more Ethernet access points for secure internet vs. a secure Wi-Fi network.
- Incorporate some rank choice selection options.
- With rising costs, the survey should help board assess where budget is best directed, given limited funds. Currently, the cost of public computers and copiers are in competition with the cost of staff.
- Matthew will give a clean draft to Joe, who will use ChatGPT to combine Matthew, Joe, and Beth's surveys into a single more streamlined survey that captures what we like across the 3 drafts.
- This combined version will have no more than 25 questions.
- July meeting will be a special meeting with only one agenda item: workshopping a final draft of the survey with the assistance of real time ChatGPT prompts.
- Joe will send out the combined second draft to everyone a week ahead of the meeting.
- Lorraine will be at the special meeting to help with technology (Matthew out on vacation).
- The board will bring a final draft to the August meeting for final review with library staff.
- Cathy will ask Rec about the tool they used to create their survey, and ask if we can use it.

VII. Staff Feedback:

- None

VIII. Director's Report:

- School budget vote bake sale was a success, raising over \$300.
- There's a successful partnership with NHS student, Alana, who is assisting Lorraine with various library tasks.
- VOKAL contract has been signed. LibConnect is being set up to design and send library notices to patrons and includes SMS messaging capability.
- Mary Beth and Matt are stepping back from the Friends and will have less involvement.
- Regarding the additional circulation position, staff met and decided to cover that need internally. Two current staff will increase their hours to cover the need.
- Milton Independent article reported on a quarterly book club, Pride & Paperback, and said the club is held in partnership with the library. Matthew stated the library is open as a host space to all groups of Milton but is not in partnership with the various community groups that meet.

Story Walk

- Launching first story on July 1st. A year-round story walk that will be changed every 4 to 6 weeks.
- 24 special posts have been installed along a level gravel walkway that will be maintained along the route.
- All supplies for story walk maintenance have been purchased by the Friends.
- Staff are working on maintenance logistics. Story updates will require 2 staff. A volunteer will need to clean the signs once a week. Signs cannot be cleaned with Windex, only soapy water. They must be careful not to strip the screws as they're changing stories. After first installation, staff will have a better sense of the time commitment to rotate and maintain the story walk.
- Vivian is leading 2 courses on beginner Mahjong lessons, which have garnered high interest. Each course includes 3 sessions.
- Matthew gave a big shout out to all the library staff who are doing excellent work getting ready for summer programming. Summer programs include Unearth a Story (dinosaurs to archaeology to gardening) and Bingo.
- Timesheets update: Cathy will now be signing off on timesheets every Wednesday, but soon physical signatures won't be needed because the town is taking the whole payroll online.

IX. New Business for Next Agenda (August):

- Friend's of the Library Report.
 - Will discuss capital project ideas
- Final survey review and approval.

- Discuss select board presentation.
 - Ideas: summer program highlights, year in review, strategic plan update.

X. Adjournment:

- Motioned by Cathy at 7:43PM. Second by Beth. Approved unanimously.

Next special meeting is scheduled for 07/07/2026 in the Milton Library Community Room at 5:30 PM.

Respectfully submitted,
Gillian Taylor
Secretary