

**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: 01/06/2025**

Minutes

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

Library Staff Present: Matthew Davis-Director, Lorraine Kelm

Public Members Present: none

I. Call to Order by Alan Fletcher:

- 6:01 pm

II. Agenda Adjustments:

- None

III. Public Forum:

- None

IV. Approval of December 2, 2025, Regular Meeting minutes:

- Joe motioned to approve the minutes. Second by Cathy. Approved unanimously.

V. Budget update:

- After the last regular meeting, the Milton Select Board required additional cuts to budgets across all departments. Matthew made the additional changes and notified trustees. The Select Board approved the budget proposal, which includes a part-time 20-hour per week circulation desk employee.
- Amber, Milton's Finance Director, requested to attend the next Trustee's Regular Meeting.

VI. Update on Window blinds:

- Matthew contacted two local companies. One company will visit the library on 01/09/26 to review the sizes, materials, and quantity of window coverings needed. A quote for both manual and remote-controlled blinds will be provided.

VII. Support letter review/approval for HUD grant for VT libraries

- Al reported that the grant will disburse up to \$10 million within the state of Vermont, with at least one library per county awarded. The Grant application process has 3 phases and operates using a points system. The library is requesting a grant to include the installation of a front door entrance with a vestibule and a book return box. The application would be presented to the Trustees and the Select Board with tentative dates in March. Al Fletcher will be the lead, and Beth Bouchard is the backup contact.

VIII. Update on new binder for Trustees

- Jenn motioned to approve the binders. Second by Joe. Approved unanimously.

IX. Discussion of the Rec. Department request for use of the community room:

- No action taken, Cathy will invite Hannah Luman, Director of Milton Recreation Department, to attend the next trustee regular meeting to discuss further.

X.Friends Report:

- The basket raffle made \$6000. The next Friends meeting will be scheduled for a later date.

XI. Staff Feedback:

- Staff thanked the Trustees for the gifts they received.
- Staff report that the current workspace design is not adequate for their needs. More space is needed.

XII. Director's Report Update:

- There are currently 2200 active cardholders. Matthew removed the inactive accounts from the system. The holiday open house was a big success thanks to the staff's hard work and wonderful planning.

XIII. Treasurer's Report:

- Beth shared the balances.

XIV. New Business for Next Agenda:

- The Recreation Department's use of the Library Community Room discussion with Hannah Luman.
- Finance Department discussion with Amber Baker.
- Summer reading program.

XV. Executive Session:

- Joe motioned to enter into an executive session for personnel purposes. Second by Beth. Approved unanimously.
- Jenn motioned to exit the executive session with no action taken at 9:11 pm. Second by Joe. Approved unanimously.

XVI. Adjournment:

- Motioned by Joe at 9:11 pm
- Second by Jenn
- Approved unanimously

Next Regular Meeting is scheduled for 02/03/2026 in the Milton Public Library Community Room at 6 pm.

Respectfully submitted,
Jennifer Taylor
Secretary