

**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: September 1, 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: Al Fletcher-Friends, Julie Lombard-Friends, Jennifer Taylor-Friends

I. Call to Order by Cathy Vadnais

- 5:34 PM

II. Agenda Adjustments:

- Cathy motioned to add MOU discussion before Mini Golf. Second by Joe. Approved unanimously.
- Cathy motioned to add Friends Report after Directors Report. Second by Gillian. Approved unanimously.

III. Public Forum:

- None

IV. Approval of of August 6, 2026 Minutes:

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

V. Director's Report:

- 398 participants in the summer reading program. Good feedback and participation.
- Fiscal Year 28 Budget: On Sept. 9 department heads will receive budget directives. All final budgets due to the finance director on Sept. 25.
- UKG payroll software is testing to go live in Sept.
- With CLiF grant to the Milton School, the MPL was invited to order from a list of children's books and the foundation will cover the costs.
- Story Walk:
 - New story walk themed on the new school year is posted.
 - The next story will go up in Nov.
 - General costs will be a bit higher than anticipated due to wear and tear of materials.
 - MPL budgeted in extra acrylic material but the backing sheets will also need replacement supply due to sun damage. The yellow sheets show least sun damage. MPL let the Friends know what new backing sheets will cost.
 - MPL is troubleshooting proper seals on acrylic displays to keep them water tight.
 - Uncertain how the acrylic will behave in the extreme cold of winter.
- Milton Historical Society did a presentation on local history. Good turnout with 30 attendees.

VI. Friend's Report:

- Friends hosted successful bake sale, book sale, and members' meeting in August.
- Friends joined the annual Milton Yard Sale Day for their book sale with books/swag station. Met new folks interested in joining the Friends and visiting MPL.
- In July and August Friends raised \$2,900 and spent \$2,158 to sponsor bingo prizes, tag sale, travel library, story walk materials, and more.
- Lorraine shared a big thank you for Friends' help supporting summer programs.

VII. Staff Feedback:

- Lorraine shared a recent visitor came in to look at the audio collection on CD and was disappointed with selection. But they did compliment the physical space. Another time a visitor shared that the space is very warm and welcoming.

VIII. Budget

- Trustees will have a special meeting on Sept. 23 at 4:30 to discuss the budget. Cathy will ask Brittany for use of the town community room for this meeting.
- Matthew will send the preliminaries to the board when he receives them and we'll have Sept. 9 - 24 to set budget.
- Ahead of special meeting Matthew will prepare preferred and alternate budgets for review.

IX. Survey Discussion:

- Add follow up questions with an option to submit comments for a couple ranking questions in survey.
- Cathy spoke with Ben from parks and rec. Ben will help create online version of MLP Survey, similar to their department survey.
- Gillian will coordinate with Ben about transferring survey into their system. Cathy will send Gillian Ben's contact details.
- Setting goal to have a QR code linking to survey ready for Election Day at the latest.
- Joe motioned to approve survey updates. Second by Beth. Approved unanimously.

X. Select Board Update:

- Presentation went well. Darren would like to see numbers of participants.
- Lorraine will use the slideshow at the activities fair.
- Cathy would like to see it added to the MLP website if possible.

XI. Friends of the Library MOU Discussion:

- The Friends are feeling frustrated and the Director has concerns as well about the working relationship.
- A formal MOU will clarify how the Friends, the Director, and the Trustees work together.
- The MOU was prepared by Matthew for consideration with staff feedback. It is a typed up document of the verbal understandings of this relationship in five areas: Purpose and Mission, Use of Funds, Library Support and Space, Communication and Governance, and Gift Acceptance.
- The Friends will review this in their Thursday meeting this week and share feedback. They are currently working off an ALA MOU template.
- The Friends will put their concerns in writing to share with the board. The board will review concerns in executive session in Oct. meeting.

XII. Mini Golf - Friend's Request Discussion:

- Concerns about original event proposal: alcohol in the library, added hours for staff, and the physical disruption in the library.
- Solutions proposed: Nix alcohol, host event on Saturday to reduce disruption, and the Friends will raise money to cover an hourly stipend for added staff coverage to support the event.
- Joe motioned to approve the mini golf event plans depending on successful logistics of how the stipends will be paid. Second by Cathy. Gillian approved. Beth recused.

XIII. New Business for Next Agenda:

- Budget.
- Executive Session to discuss Friends' concerns.

XIV. Adjournment:

- Motioned by Cathy at 7:02 PM. Second by Joe. Approved unanimously.

Next regular meeting is scheduled for 10/6/2026 in the Milton Library Community Room at 5:30 PM.

Respectfully submitted,
Gillian Taylor
Secretary