

Call to order: 7:03 pm at Wadleigh Memorial Library.

Present:

David Rysdam, Secretary	Betsy Solon, Library Director	Sarah Sandhage
Lynn Coakley, Treasurer/Chair	Jennifer O'Brien-Traficante	Chris Costantino (alt)
Shirley Wilson (alt)	Kathy Parenti	Laura Dudziak (BOS)

Absent: Judy Gross and Janet Hromjak absent, so Lynn is Chair and alternates are in play.

October Minutes: Unanimously approved on motion from Shirley with second from Chris.

Treasurer’s Report: Shirley moves and Jen seconds resulting in unanimous acceptance of \$7 in donations.

Policies Reviewed:

Solicitations and Sales (Sarah and Jen): Some discussion about a confusing “exchange of monies” line which nobody can clearly explain. It will be removed. Chris moves to accept policy as amended, Jennifer seconds—unanimous.

Reconsideration Policy (Kathy): Some discussion over the use of the word “right” in “right and responsibility of the parent” but in the end we keep it. A few small tweaks are proposed and then snowball into almost a complete reworking. Kathy will re-submit next month.

Director’s Report:

STAFF NEWS

First off, staff members were delighted and surprised by the Thanksgiving Turkeys – thank you! Kim Gabert, Mary Ann Shea and I attended the NELA Conference in Warwick, RI – we got lots of great information on building support for library building projects, increasing the value of our library to the community and improving customer service. Kim and I also attended the NHLA Annual Conference in Plymouth, NH which was focused on community diversity. As most of NH is not particularly racially diverse, we focused attention on economic and age diversity. Kathy has completed PRIMEX Supervisor’s Academy – she is the 8th library employee to complete this valuable, FREE training. All 6 Passport Acceptance Agents have completed recertification for 2019.

FACILITIES

The new parking lot light was installed on 10/23 which makes the staff parking areas much more secure and visible on the Surveillance Cameras. Carpets were cleaned on 10/30 and look amazing. The Security Camera system installation is now complete and staff has been trained on capturing footage. Once the heat was turned on we discovered a few minor issues that are in process of being addressed: several thermostats need to be replaced, a motor fan down in Tech Services needs repair, and one of the basement radiators needs repair or

to be removed (whichever is least expensive). The seal on the Staff Restroom toilet was replaced – water was leaking down into the NH Room due to a cracked/misplaced seal from several years ago. Since the ground was not yet frozen when the first snow arrived, we did not plow the gravel staff parking areas. All panic alarm buttons were tested on 11/16 as were the AED batteries.

Many thanks to Bruce Dickerson for his technical assistance this month: he helped us to get a new IP address for the security system and to purchase a new printer for the public computers. We were so impressed by his printer recommendation that we purchased a second one to replace the nearly-dead staff printer.

PROGRAMS

The first revised Acoustic Café event attracted 40 people. The second concert was held upstairs in the Keyes room and was really well received. WML participated in the Trick-or-Treat-On-the-Oval on 10/26 and handed out treats to over 80 costumed visitors. Library staff members assisted at the MHS STEAM Night on 10/25 – we helped 40 second graders make slime! The Poppy Project was a huge hit and thanks go out to the 25 volunteers who made poppies and to the Duchesne Family, Mary Ann and Chris C. for spending their Saturday by assembling poppy “fields.” The first Job Fair was less successful than was hoped: only 2 companies participated and job seeker turnout was very low despite our Social Media advertising. Our first “outreach visit” to register Milford business employees for library cards went very well – we visited Hitchiner along with the high school student who is designing our program and signed up 16 new patrons during one of their lunch breaks. We will visit another Hitchiner plant next week to help our student marketer refine her promotional campaign.

OTHER NEWS

The 2019 Library Budget was presented to the Selectmen and Budget Committee on Saturday, November 3rd. I participated in the architect walk-through on 11/5 and look forward We celebrated Friends of the Library Week by handing out yellow roses at the October Friends’ meeting. All trustees are invited to the annual Appreciation Lunch on Dec. 19th from noon – 2pm – please see me for a registration form. Staff will be celebrating Diana’s retirement with her at the library on December 21st from 5pm to 6:30pm. Have a Happy Thanksgiving!

Public Questions and Comments on Parking:

Aaron Kaplan from A&D computers stopped by and asked about the gravel parking area for Staff and whether it would be available as public parking for the town. Lynn cleared up some confusion about ownership. The Library owns that land outright from sale of buildings we also owned by purchasing them with solely Library funds, so there is no obligation to make them available for non-Library usage.

There is also an insurance issue. The new spaces aren’t paved and can’t be used even for patrons, let alone the general public, until they are. They are reserved for Staff parking. The hope is that by allowing Staff to park there other spaces (both in our parking lot and on the street) are freed up for patrons and the general public.

Mr Kaplan asked if they could be available when they are paved. The Board of Trustees do not

want to spend money on that before we know what's happening with the building project. It's certainly on our priority list to provide sufficient parking for our patrons. Chris encourages the business community to be as forward-thinking for the parking needs of their customers.

Betsy notes that our parking lot is filled more than once a week from programs and events.

Retirement Precedent: With a retirement about to occur, Betsy asks what policy/precedent we want to adopt in terms of going-away gifts. Gift certificates and other types of gifts essentially are deducted from payroll, which nobody likes. Chris suggests donating a book to the library in the person's name. Everyone agrees this is a great idea.

Job Description Change: Betsy has a job titled "Professional Librarian, Part-Time" and wants to change the description to include things like having an MLS, working the circulation desk, etc. Unanimous approval on motion from David with second from Chris.

Next Month: Special meeting on December 3 at 6:30 pm, normal meeting on December 18 at 7:00 pm.

Meeting adjourned at 8:35 pm.