



Board of Library Trustees Meeting Minutes

Tuesday, July 21, 2020 6:30pm

This meeting was held online via "Zoom" pursuant to NH Executive Order 2020-04, Section 8 and NH Emergency Order #12, Section 3.

Start here:

1. **Call to Order** – Opening Statement and Roll Call

The following statement was read aloud by Kathy Parenti:

"Good Evening, in coordination with the Board of the Library Trustees, I am declaring that an emergency exists and we are invoking the provisions of NH RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with that determination, we also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, we also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Board members should silence, turn off and/or set aside their cell phones since any texting by them during this meeting may be subject to the Right-to-Know law. We ask that no one uses the "chat" feature of Zoom. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. This meeting is being recorded for placement on the Town website. Please note that all votes that are taken during this meeting must be done by Roll Call vote.

Shirley Wilson motioned for Chris Costantino to fill in for Jennifer Siegrist. Janet Hromjak seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer O'Brien Trafficante: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**

Roll Call attendance:

When each member states their name, also please state whether there is anyone in the room with you during this meeting, required under the Right-to-Know law.

Lynn Coakley: **present** Chris Costantino (Alternate): **present** Laura Dudziak (BOS): **present**
Janet Hromjak: **present** Jennifer O'Brien Trafficante: **present** Kathryn Parenti: **present**
Shirley Wilson: **present** John Yule: **present**

Betsy Solon (Director): **present**
Perspective Alternate Trustee: **Tracy Quirk-Berube**

Jennifer Siegrist was not present.

2. Regular Reports
DIRECTOR'S REPORT
July 21, 2020

SERVICE NEWS

We continue with curbside service and quarantining items upon their return. On July 10th interlibrary loan and van service was resumed between the GMILCS libraries – we had nearly 300 items on our pull list that morning!

GMILCS statistics – See the table below for a comparison of curbside activity among the GMILCS consortium for the month of June 2020. Milford rocks!

Curbside Checkouts of physical items in June

	<u>Unique patrons</u>	<u>Checkouts</u>	<u>Curbside began</u>	<u>Hours</u>
Amherst	337	2047	June 2, 2020	15
Bedford	725	4059	May 11, 2020	26
Derry	372	1958	May 11, 2020	38
Goffstown	152	712	June 15, 2020	24
Hooksett	238	1333	June 9, 2020	26.5
Kelley (Salem)	445	2049	June 1, 2020	62.5
Manchester	531	1491	June 22, 2020	20
Merrimack	347	1596	June 15, 2020	34.5
Wadleigh	481	6129	March 17, 2020	35
Nesmith(Windham)	406	2555	June 1, 2020	25

Survey results- The reopening survey was placed online and handed out in paper form for two weeks. A summary of the results was included with the meeting reports.

PROGRAM HIGHLIGHTS

Summer Reading, “Imagine Your Story,” is fully underway. Readers of all ages are logging their hours and books read into the Beanstack software. Rather than solicit prizes from local businesses this year, we purchased gift cards from them and bought 3 Kindle e-readers from Amazon. Participants really seem to be enjoying the raffles! We are partnering with Beaver Brook in August to hold a letterboxing event for families – 5 letterboxes have been set up around the downtown area to coordinate with the theme: “Wonders of Milford” (based on the children’s book “Wonder.”) Youth book discussions and story times have been held online each week, and teen yoga, held outside with social distancing in place, has surprisingly attracted interest! The adult book groups are on hiatus for July.

FACILITIES

No surprise, we continue to have trouble with the air conditioning system this summer. The two condensate pumps in the Children’s room failed and began leaking buckets early last week. Andrew was able to dry things out and unclog one of them, but J.L. Hall had to be contacted regarding the other unit. Fortunately, we had cleared out the areas under those units as part of the new social

distancing layout so no furniture or books were damaged. The outdoor program area fencing project has been pushed back to the week of July 27th by the vendor, so we will not be able to use that area until August. We've had several "breaches" of the library building when the main door's hydraulic closer failed to completely pull the door closed. This is a staff safety and a security issue which I hope will be resolved by next week (Andrew is on it!)

OTHER NEWS

The Summer BBQ held for Milford Town Employees and elected boards has been cancelled for 2020. Instead, each department has been given funds to hold its own luncheon event. The Library party planners are working on ideas and for late August/early September – I will let you know the details as soon as I have them!

On behalf of the entire library team, I would like to thank everyone in the community who has dropped off treats and tips and kind words for the staff – especially Charlie Annand, Michael Vincent, and Bill and Kathy Parker who provided much appreciated lunches for the library staff!

Director Solon added that the air conditioning was fixed and we are very fortunate that nothing was destroyed. It was suggested to track all the expenses for the HVAC system as that information may be pertinent in March. The door was also fixed and we have not had any more breaches.

Review and Approval of Min from 6/16/20

John Yule motioned to approve the minutes from 6/30/20 as presented. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Chris Costantino: Yes	Janet Hromjak: Aye
Kathryn Parenti: Aye	Jennifer O'Brien-Trafficante: Aye	Shirley Wilson: Aye
John Yule: Aye		

Treasurer's report for 6/30/20

Lynn Coakley presented the report stating that fines and copies income was way down and credit card income was up, as expected.

In memory of Anders Hansen and Bill Stokes	\$215.00
Donation jar (building fund) - curbside service tips	<u>\$ 52.00</u>
	\$267.00

Shirley Wilson motioned to accept donations in the amount of \$267.00. Chris Costantino seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Chris Costantino: Aye	Janet Hromjak: Aye
Kathryn Parenti: Aye	Jennifer O'Brien-Trafficante: Aye	Shirley Wilson: Aye
John Yule: Aye		

3. New business
Soldiers Monument

Kathy Parenti recognized Mark Genovesi, President of the Milford Historical Society President and Denise Fox, head of Publicity Program for the Historical Society.

Mark complimented the trustees on how nice the memorial looks and presented an offer from the Historical Society to place the statue on the grounds of the Carey House for the public to view during the monthly open houses, should the trustees choose not to relocate the statue on the library property. We have a collection of materials from the Lull family and would like to connect the statue to the display; however, our main objective is for the statue to be viewed by the public. The Water Department workers did a marvelous job restoring the lady and she is spectacular. She is very old and made of soft metal, so she is fragile, but we have resources to make sure the statue and base was mounted properly, maybe on a block of granite. The statue would still belong to the library, it would just be displayed at the Historical Society for the public to see. We're prepared to step forward and do this but we also understand if she is to be displayed on the library grounds.

Mrs. Lull's will was brought up and it is understood that the statue would not have to be a water feature, but the stones and red, white and blue lighting do have to be maintained. The trustees had the statue removed and refurbished a few years ago and the finished statue was to be a part of the library expansion project; however, the trustees were waiting for the March vote before bringing her back not wanting to move it more than necessary. The Water Department did a wonderful job restoring the statue and all work on the statue was done by volunteers.

Director Solon agreed that this statue was beautiful and should be on display for the public. The "Lady" should come out of hiding and could go back to standing in the center of the monument stones. If there is money in the future, it could then be converted into a fountain. There already is a concrete mount in the fountain for the base of the statue to set in and the Water Department has volunteered to do the install. The monument lights work and look beautiful at night. The statue has new LED lighting as well. We could add a plaque referencing the Historical Society.

There was consensus from the Trustees to bring the "Lady" back to the library grounds.

Kathy Parenti added that, after the pandemic, we can put the ask out to the states of the missing stones to see if they might be willing to send replacements.

Action item:

Kathy Parenti to contact Jamie at the Water Department to try to get this done for Labor Day.

Alternate Trustee

Kathy Parenti introduced Tracy-Quirk Berube who is interested in becoming an alternate trustee. After a brief discussion, Shirley Wilson motioned to recommend Tracy for appointment by the Board of Selectmen as an alternate trustee. Lynn Coakley seconded the motion.

Action item:

Kathy Parenti to send the letter of recommendation to the BOS for Tracy's appointment.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O'Brien-Trafficante: **Aye**

Shirley Wilson: **Yes**

John Yule: **Aye**

NHLTA Library of the Year application

Director Solon is putting the nomination together and will make arrangements for all trustees to sign the application. We are trying to get everything submitted well before the due date of 8/15/20.

4. Public Questions and Comments

There were no public comments.

5. Old Business

CIP submission

The CIP requests have been submitted and it was suggested to keep the number under \$1M for the HVAC system. Brian Gehris of Milestone Engineering & Construction expressed interest in continuing on and helping us especially if an RFQ is needed. There was discussion regarding additional repairs and items to be included in the number.

The CIP committee asked why we would be coming back every few years. Our reply was that was what the voters wanted, smaller projects even though that will cost more in the long run. We did everything right with the proposed expansion, but it did not pass. None of the issues went away and they will only get more expensive to fix and may also include accessory damages.

Library opening plan – subcommittee report

Shirley Wilson and Director Solon presented the report from the July subcommittee meeting.

Committee members are Janet Hromjak, John Yule, Shirley Wilson, Mary Ann Shea, Betsy Solon and Trina McLenon.

- Patron survey results were sent out.
- Working on a face mask policy to coincide with the existing Code of Conduct policy. Will present to trustees at the August meeting.
- Goal is to open for Grab and Go (new materials) sometime around the start of school. We want to give patrons an opportunity to come inside the building but we are not looking to have patrons linger. We will have plexiglass partitions at the desk and a plexiglass barrier between the main area and the children's room because that room isn't set up for browsing at this phase. There will be room to move around so the partitions won't be needed elsewhere.
 - We will only have one entrance and the stairs will be blocked. Handicapped accessibility will not be compromised and the Nashua Street entrance may open in a later phase.
 - The bathrooms will be open but there will be a sign stating, "Cleaned once a day-use at your own risk".
 - We have sufficient cleaning materials and thanks to John Yule's tip and we purchased more hand sanitizer.
 - Cannot do curbside pick-up and appointments in the same day – not enough staff.
 - Betsy to do a survey to incorporate staff's comfort level, but based on informal conversations, it looks like Tuesday and Thursday mornings during the last week of August might be a good start. If people aren't cooperating or the appointments are not working, we could just shut back down and continue with curbside.
 - The committee is currently reviewing other reopening plans.
 - Betsy to message patrons about future library opening plans.
 - Director Solon stated that we are getting more thank you's than complaints. Patrons can do everything they need to do the way we are set up now.

6. Other Business

Director Solon will send a Conflict of Interest Statement to all trustees to sign and keep on file. Director Solon will set up new trustee training for Tracy.

7. Close Meeting

Next meeting date will be August 18, 2020 at 6:30PM via ZOOM.

Hillstown Co-op meeting; Terry Knowles is presenting “The Other Money”, on August 7, 2020 at 9:30AM. Terry formerly worked for the NH Charitable Trust Foundation and really understands trustee finances. The presentation should only be about an hour.

Action items:

Contact Director Solon if attending the Hillstown Co-op meeting for the agenda and link.

Janet Hromjak motioned to adjourn the public portion of the meeting. John Yule seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O’Brien-Trafficante: **Aye**

Shirley Wilson: **Aye**

John Yule: **Aye**