



## Board of Library Trustees Meeting Minutes

Tuesday, July 19, 2022, 6 pm

### 1. Attendance:

Lynn Coakley: present; Janet Hromjak: present; Jennifer O'Brien-Trafficante (**Jen OT**): present; Kathryn Parenti: present; Jennifer Siegrist (**Jen S**): excused absence; Tracy Swisher: present; John Yule: present

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: present

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

Guests Jason Lacombe from SMP, Brian Gehris from Milestone and Tom Schmidt from the Community Development Fund

### 2. Discussion with Jason Lacombe from SMP and Brian Gehris from Milestone:

Jason presented the updated data from our previous designs. He managed to get 67 parking spaces in the lot and 4 additional parking lot lights. The performance terrace out front was included as well as replacing the windows with historically appropriate ones as we had discussed previously. The upstairs bathroom will be turned into a small office. It was noted that we would potentially lose the windows in the basement with the addition of the performance terrace. Jason will need to update the elevations noted and do a demolition plan. The plan will go to Brian for updated pricing for our 9/20/22 Trustee meeting. Tom suggested adding electric vehicle chargers in the parking lot. We should hear mid-August if we are approved for any of the ARPA grant monies we applied for (\$895K was the requested amount).

### 3. Regular Reports: a. Directors Report 7/19/22:

#### STAFF NEWS

Everyone has been out straight with Summer Reading activity and the increased foot traffic at the Library – we should have some exciting statistics to share in August! We've also been sending staff to various training workshops on topics ranging from HR issues to Customer Service.

#### PROGRAM HIGHLIGHTS

- Over 50 people have registered for the Sunday, July 17<sup>th</sup> program on Owls – it will be our test run event for the new outdoor terrace.
- 220 folks enjoyed our Mr. Aaron program at Keyes Field and we expect a similar crowd at the Pirate Story Time next week
- Speaking of pirates, a great crowd attended pirate day here at the Library (74)
- Adult paint night was a huge hit and will be repeated in the Fall

#### FACILITIES

- The YA collection has been moved to the new Teen Area and the old YA area is being prepped to become the public computer room
- We were able to purchase a programmable "lock box" for \$15 and will be testing that out – if it doesn't perform as we hope, we'll investigate the more expensive Knox Box option
- The emergency phone in the elevator has been repaired
- We are still looking for quotes for the spiral fire escape

#### OTHER NEWS

- I was able to submit the ARPA Grant application for a new HVAC system on July 11<sup>th</sup> - fingers crossed!

- In speaking with the Friends, I learned that they've developed a tracking method for volunteer hours. Jill Langeliere will sign off on any volunteer forms for Hampshire Hills that are sent in by members of the Friends of the Library. Their next meeting will be held at the library on Wed. August 24<sup>th</sup> at 7pm

Respectfully Submitted, Betsy Solon

Additional items raised after Betsy's report:

- Betsy noted that we had 296 people visit the Library between 9-5 on 7/18 – a record! She is receiving positive feedback from patrons.

b. A motion was made by Shirley and seconded by John to approve the June 21, 2022 minutes. All approved.

c. Treasurer's Report – Lynn mentioned that budgeting for 2023 will be starting soon. We are able to save some money if we continue to be closed Sundays, and Betsy mentioned possibly doing a family program quarterly on Sundays. A motion was made by Janet and seconded by Shirley to accept the \$197.59 from Gifts/Donation. All approved.

#### 4. New Business:

a. Other new business:

- Kathy mentioned that next year's Library conference will focus on 1<sup>st</sup> Amendment issues.
- A motion was made by Jen OT and seconded by Lynn to pay \$1,087.90 for the roof repair from the regular fund.
- We will offer up the Library as a cooling station for the next few days.
- Tracy's husband who owns a landscaping business will be donating some items for the patio area!

#### 5. Old Business:

a. Mask Policy & Reopening plan date – no updates.

b. Open house – This has been rescheduled to September 18<sup>th</sup> from 2-4pm. The group then discussed a list of people who will be emailed the invitation by the end of August.

c. Lock box – Betsy purchased a programmable 'lock box' for \$15. If this doesn't work out she will investigate the more expensive Knox Box option.

d. Friends liaison – The Friends next meeting is August 24<sup>th</sup> at 7pm. Kathy will attend and update the group, Betsy has been in communication with the Chair of the Friends as well.

e. Other new business – none.

**6. Public Questions and Comments:** We welcome public comments on agenda items. Participants must be a patron or Milford resident, comments are to be limited to items on the agenda and speakers are limited to 3 minutes for comments. If the public would like to discuss items not on the agenda, they can petition to have that discussion item be added to the next meeting's agenda. If the participant is not a resident or patron, they may petition the board to speak. No public questions/comments.

#### 7. Close Meeting:

a. **No August meeting.** Next meeting on 9/20/22 at 6pm.

b. A motion was made by Shirley and seconded by John to adjourn the meeting at 7:24 pm.

All approved.

**8. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation.** No non-public session necessary.