



Board of Library Trustees Meeting Minutes

Tuesday, September 20, 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**): present; Tracy Swisher: present; John Yule: present

Chris Costantino, Alternate: present

Shirley Wilson, Alternate: present

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

Jill Langilier, Friends of the Library

Guests Jason Lacombe from SMP and Brian Gehris from Milestone

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

Jason presented the data from our previous designs with all updated pricing as was requested from the July meeting (last pricing done in 2019) - breaking the project out into segments. Plan includes the 67 parking spaces in the lot, 4 additional parking lot lights, electric chargers and the performance terrace out front. The plan will have to be further updated to remove those items we have already completed (skylight) and that the ARPA money will cover (HVAC). Jason mentioned that the Legal Fees budget should be updated to \$6-\$8K. Adding an emergency generator was discussed (potential \$100-\$120K) and it was decided to do the up front work for that but buy the generator at a later date. Provisions for solar panels are included in the design. Total project cost was updated to \$5,997,665 (before subtracting for the skylight and HVAC ARPA money) which includes a contingency amount of \$711,050.

Jen OT had to leave the meeting, so Shirley was then serving as a voting member.

A motion was made by Lynn and seconded by Jen S for Milestone to put together a project team to spend the soon to be received ARPA money of \$817K. All approved.

3. Regular Reports: a. Directors Report 9/20/22:

STAFF NEWS

17 Staff members are registered for the NELA/NHLA conference in Manchester. The library will be closed Monday 10/24 and Tuesday 10/25 so that staff may attend. We will also have a delayed opening on Tuesday 10/4 in order to hold a full staff meeting (library will open at 10am instead of 9am).

PROGRAM HIGHLIGHTS

We are currently offering a raffle for Library Card Sign-up Month – local vendors generously donated gift cards for the prize basket. The Children's Staff visited the Jacques School ice cream social and registered over 60 new library card holders, all of whom were entered into the raffle!

We will celebrate Banned Books Week beginning September 19th – please be sure to check out our "Readstricted" display of books that were challenged over the past 2 years.

The ribbon cutting for the new teen area and the patio dedication were held on 9/18.

FACILITIES

All public computers, printers and copiers have been relocated to the former YA nook. The circulation area was rewired for phones and internet and the desks have been rearranged. We've signed up for the 2022 Scarecrow Festival – certain competitive staff members are aiming to be repeat winners 😊

OTHER NEWS

Our facility was inspected by the US Dept. of State on August 12th to ensure we were following all of the guidelines required to be a passport acceptance facility – we passed!

The first draft of the 2023 budget was prepared and presented on August 30th – compensation has increased 7% (per Selectboard guidelines) while the total budget increase is currently projected to be 7.51%. The new budget includes staffing for 4-6 Sunday programming events.

On 9/30 the NH Executive Council will vote to release ARPA funds to Hillsborough County nonprofits. In preparation for that vote I am setting up a SAMS number for the Friends of the Library to accept federal funding.

Respectfully Submitted, Betsy Solon

Additional items raised after Betsy's report:

- Betsy noted that we gave the cleaning company 30 days notice since we are not pleased with them. We will look for either a custodian or a new cleaning company.

b. A motion was made by John and seconded by Shirley to approve the July 19, 2022 minutes. All approved.

c. Treasurer's Report – A motion was made by Jen S and seconded by Janet to approve the Gifts/Donations from July of \$1,177 – all approved. A motion was made by Jen S and seconded by John to accept the Gifts/Donations from August of \$181. All approved.

Discussion for buying carpet for the teen area to the circulation desk was tabled until October.

4. New Business:

a. 2023 calendar – Calendar was reviewed. The Library staff has the same number of holidays as the Town employees (12). A motion was made by Jen S and seconded by Tracy to accept the calendar as tentative, pending potential changes made necessary by the HVAC work.

b. Fee increase for lost/damaged books – A motion was made by Lynn and seconded by Tracy to accept the fine and rate schedule update to a \$2 processing fee. All approved.

c. RFP for fundraiser/committee – **All are to review the RFP Fundraising draft and get comments to Lynn no later than Tuesday, 10/11** for her to consolidate for the October meeting.

d. Delayed opening date for 10/4 and closure dates of 10/24-25 were reviewed as specified in Betsy's Director Report.

e. A motion was made by John and seconded by Lynn to let the 'cruise nights' use the Library parking lot on Tuesdays until the end of the year on a trial basis.

f. Several gift ideas for Christmas for the staff were discussed. This will be revisited again at the October meeting.

g. Any other new business – None.

5. Old Business:

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

b. ARPA update – The final meeting for the Library to receive the \$817K is this coming Friday. We will also be receiving \$209K from the Town's ARPA money. **Kathy will send out the documentation associated with the receipt of the \$817K ARPA money for the Trustees to review.**

c. Friends liaison – Kathy discussed the Capital Campaign at the last Friends meeting and they are on board. Jill who was present at this meeting, also affirmed that. Betsy will update the Friends group at their meeting next Wednesday.

e. Other new business – Kathy was named Trustee of the Year!!!! Award presentation at a later date. The group expressed our thanks for all her hard work.

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. Next meeting on 10/18/22 at 6pm.

b. A motion was made by Shirley and seconded by Lynn to adjourn the meeting at 7:45 pm.

All approved.

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