



Board of Library Trustees Meeting Minutes (amended)

Tuesday, February 21, 2023, 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 on phone
Board of Selectman member Laura Dudziak: absent

2. Regular Reports:

a. Directors Report 2/21/23:

STAFF NEWS

- I will be attending the meeting via ZOOM, but another staff member has volunteered to stay late in order to secure the building after the Trustee meeting.
- Jane Martina and I attended the annual GMILCS meeting on February 16th where representatives of the 12 member libraries set goals for FY 2024. (GMILCS is an acronym for "Greater Manchester Interlibrary Consortial Services".)
- Trina secured a \$2000 grant for outdoor toys for Children's Programming from United Way!
- We are working to get all staff trained in CPR – it's possible we can get that done in March, depending on staff and EMS availability.

FACILITIES

- We delivered pizza to DPW to thank them for helping us out with snow removal this winter.
- The library phones had some issues after the big power outage, but Randy from IT has got them back in working order.
- Patrons can now pay for their print jobs online.
- We have loaned much of our Acoustic Café equipment to Granite Town Media. They were able to use it for the Deliberative Session and were very pleased.
- I contacted 3 roofing companies for quotes; Superior and Vallencourt came over and walked the roof and are preparing the quotes. The third vendor never responded.
- On March 15th there will be an audit of Town buildings to review possible lighting/cost saving enhancements and we were able to get the Library on the list of buildings to examine

PROGRAMS & SERVICES

- We began handing out AARP tax assistance packets on February 1st and have been providing standard tax forms for patrons.
- Passports and Notary Services continue to be in demand. We processed 208 passport applications in January and another 100 as of February 17th. Passport photo services are almost set-up, which will be a great addition to our facility.
- I was able to acquire 2000 COVID-19 Antigen tests from NH DHHS for the library to hand out to Milford residents. We will be advertising in our newsletter and online, but feel free to spread the word in person!
- Staff is planning lots of fun activities for school vacation week.
- Save the date for March 9th when Ruth Bader Ginsberg comes to WML via a live history performance.

OTHER NEWS

- I attended the Deliberative Session on February 4th where Lynn and Jen did an excellent job presenting the Library warrant article
- All Library Financials are now in the hands of Finance in preparation for the 2022 audit.
- The copyright date on the library website has been fixed by staff.
- We came across some old photos of the current teen area and the circulation areas. Based on the open windows and fan placement, they must be from pre-HVAC days!
- Finally, an interesting article in the NY Times: <https://www.nytimes.com/2023/02/14/books/review/library-public-local.html>

Respectfully Submitted, Betsy Solon

Additional discussion from the Director's Report:

- Betsy discussed being able to bring businesses in so we could support the local economy but wasn't sure if it would conflict with one of our policies. She will draft something and attach the relevant policy and get it to us for review.

b. A motion was made by Lynn and seconded by Tracy to approve the January 17, 2023 minutes. All approved with one abstain (John).

c. Treasurer's Report – A motion was made by John and seconded by Jen OT to approve the Gifts/Donations from January of \$1,499. All approved.

3. New Business:

a. Fine & Rate schedule change – A motion was made by John and seconded by Lynn to update the Returned Check Fee to \$35 consistent with the Town and update the Nonresident fees to \$55 when a credit card is used to recoup the \$5 fee. All approved.

b. Education – The Board was reminded that they are in charge of the Library staff and not the town.

c. Other new business:

- It was decided to sunset the Pandemic Policy once the Library consortium has finished working on a Crises Policy.

- The NHMA is having a free Right to Know seminar in the Town Hall on Thursday, April 27th from 5-7pm.

- Carla from the Friends of the Library came to update us on a fundraiser they are working on with Bay State Books. They will deliver a used book drop-off container and we receive a penny per pound – paid quarterly. All books either go to schools or get recycled – nothing ends up in the landfill. We would have the bin clearly marked so people don't use it to return library books. We could also ask to have one put somewhere else like Market Basket.

4. Old Business:

a. Mask Policy & Reopening plan date – No change.

b. Policy review – A motion was made by Lynn and seconded by Tracy to approve the Communication with the Board Policy and the Computer and Internet Policy as amended. All approved. It was agreed that members of the public that come to speak at the Trustee meetings will receive a copy of the Communication with the Board Policy so they are aware of their time limit.

c. Roof replacement estimates – no estimates have been received back yet.

d. Friends liaison for the next meeting – who would attend the 2/22/23 7pm zoom was discussed. Kathy would try to attend.

e. Any other old business – None.

5. Other Business:

a. RFP submissions were discussed. The submissions were narrowed down to 3. Janet, Tracy and Lynn will call for reference checks. There will be a meeting on Wednesday, March 8th at 6pm to

discuss the results of the reference checks and compile a standard list of questions for the company interviews. Another meeting will be held on Monday, March 13th at 5pm to interview the 3 companies.

b. Tracy suggested we use Google Docs to post items for the meetings instead of mailing everything out. This was well received and will be looked into.

6. Public Questions and Comments: We welcome public comments on agenda items.

Per our Communication with the Board Policy, 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 3/21/23 at 6pm.

b. Election Day 3/14/23 6am-8pm at the Milford High School

c. Jen OT mentioned she will not be at the July, 2023 meeting.

A motion was made by John and seconded by Lynn to adjourn the meeting at 7:20 pm. All approved.

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