



Board of Library Trustees Meeting Minutes

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

Chris Costantino, Alternate: present
Shirley Wilson, Alternate: present
Betsy Solon, Director: present
Board of Selectman member Tim Finan: present

2. Regular Reports - a. Directors Report 6/20/23:

STAFF NEWS

We plan to advertise 2 positions this week – One for a part-time Circulation Library Assistant and the other for a part-time Reference person to handle communications and publicity. The Facilities Manager position has received very little interest and I highly recommend that the Trustees consider transferring that job (and the budget \$ for it) over to the DPW Department in the next budget cycle. In the meantime, Andrew and Jared are working together to maintain the library facilities and grounds so the building remains a welcoming, safe facility.

PROGRAM HIGHLIGHTS

Our Summer Reading program kicked off on Friday night with a well-attended picnic supper. Big Truck Day will be held this Thursday from 10am-12 and staff members are very excited to see the little ones stop by to visit the Town vehicles and personnel! There will be a family concert on July 23rd at 1:30 outdoors on the patio (a local 80's cover band will perform) and the One Book/One Community reading event is taking great shape. We've seen a lot of visitors from other libraries who are participating in the GMILCS "Library Hop."

FACILITIES

Due to staff turnover at both the fire department and the library, we did not get the annual fire inspection that we should have had last year. We had a very thorough inspection on June 5th of this year and now have a list of issues to address (like putting the number 49 somewhere on the front of our building!). I am in the process of going down the list and hope to have everything addressed by July 1st.

GMILCS Consortium

The dues formula was redesigned this year to make it more equitable for participating libraries. The 2024 Budget was set at the June meeting and we will be getting a dues notice in July. The GMILCS Board of Directors voted to move toward hosted data, which will reduce GMILCS staff time. Londonderry has submitted a formal inquiry for joining the consortium in 2024/2025. The GMILCS Board agreed on several bullet points that should be added to each library's Director job description. I will bring the suggested updates to the Trustee meeting

OTHER NEWS

- The Town Employee BBQ will be held on July 19th from noon -2pm – if any Trustees would like to attend, please let me know by July 12th

- The next Friends meeting will be held in August. The book donation bins have been filling up so quickly that they have asked to install a second bin. We gave them the “ok” to temporarily set up 2 bins near the old 29 Nashua Street driveway.

Respectfully Submitted, Betsy Solon

Additional items discussed:

- Betsy was approached about putting signs for concerts on the Library lawn - which we do not do.
- Betsy will talk to Lincoln about having the Milford DPW pick up our facility things since we are not getting any responses to our job posting.

b. Review and approve minutes – a motion was made by Lynn and seconded by Tracy to approve minutes from 5/16/23. All approved.

c. Treasurer’s report – A motion was made by Jen S and seconded by John to accept a total of \$354 through May 31st which includes \$250 from the Browns in memory of Evelyn Hansen and \$104 from the donation jar for the building fund. All approved. Lynn brought up the \$25K check from the town for our capital reserve fund. Tim will inquire why the check came to us and if we should deposit it. Lynn & Betsy updated the Funding Sources and Expenditure (Uses) Guidelines. **Everyone should review this document and it will be on the agenda for approval next month.**

3. Old Business:

a. Roof update –The Town RFP is done and bids are due by 6/30 with an estimated completion date of mid September. The HVAC work will be coordinated with Milestone, mostly likely for integration in October.

b. Parking/oval improvement, park – Good progress was made at the last meeting which included a better location for the park. The next meeting is scheduled for 7/18 with Brandin Swisher, Lincoln Daly and Greg Bekos (from VHB Engineering). Jason from SMP will be invited as well.

c. Friends of the Library Liaison – Fundraising was discussed at the most recent meeting in May. It was noted there is no July meeting. Jen S will bring them an idea for fundraising – flamingo flocking.

d. HVAC update – no update.

e. Approve fine schedule – A motion was made by Janet and seconded by Lynn to approve the updated Fine and Rate Schedule Policy. All approved.

f. CIP update – Our CIP forms were completed and submitted on time. Nothing back from the Town yet.

g. Other old business:

- An NHLTA Regional meeting will be held in Peterborough on 9/21 from 10-11:30am for those who wish to attend.

- The 2024 Annual NHLTA conference will be held June 5th in Concord.

- Making it easy for people to give to the Library on things like Giving Tuesday was discussed.

- We will be having an Open House – date TBD.

- We need to ensure the Town Hall is always apprised of the Library Holidays.

- Many items from the 2023 NHLTA Annual Conference were reviewed for our potential implementation in the future, such as identifying an ‘Exceptional Person of the Month’ and giving them a designated parking space at the Library for a month. **All to come up with some names and we will discuss this again in September.**

4. New Business:

a. Policy discussion – A motion was made by Jen S and seconded by John to approve the Weapons Policy and the Institutional Card Policy as amended. All approved.

b. Update/Strong Group Feasibility study – The list of names we have collected for interviews was passed around to complete any missing information. **All Trustees who haven’t selected**

some names to call for scheduling were again encouraged to go in to complete the document so the work is spread evenly.

c. Other new business:

- A motion was made by Jen OT and seconded by Tracy to add several items that Betsy reviewed with us to her job description. All approved.

5. 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.

6. Close Meeting:

- a. Next regular meeting on 7/18/23 at 6pm. Jen OT will be noted as an excused absence.
- b. Next Friends meeting 6/27/23 at 7pm.

A motion was made by Janet and seconded by Jen S to adjourn the meeting at 7:40pm. All approved.

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