



## Board of Library Trustees Meeting Minutes

Tuesday, August 15, 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: excused absence; John Yule: excused absence

Chris Costantino, Alternate: present and voting for John Yule

Shirley Wilson, Alternate: excused absence

Mary Ann Shea – present for parking lot improvement discussion

Betsy Solon, Director: present

Board of Selectman member Tim Finan: absent

Guests: Lincoln Daly, Town Administrator and Jason Plourde, VHB

2. **Discussion re: parking lot improvements** – An updated draft conceptual design was reviewed by the Board and commented on. A motion was made by Lynn and seconded by Chris to approve the new plan as amended. All approved via roll call vote. Discussion included location of ADA parking spots and adding electricity to the shed. The town made additional notes for the design and will update us as appropriate.

### 3. Regular Reports - a. Directors Report 8/15/23:

#### STAFF NEWS

I'd like to give a huge shout out to the Wadleigh Team for producing such a great Summer of reading for the community. Activity level in the building definitely met or exceeded that of pre-pandemic summers and required lots of flexibility and deep breaths among those on the front line. Staff members are now filling in for each other as folks take well-deserved vacations, so scheduling is a bit tight. We welcomed two new Library Assistants to the Circulation Department last week (Anne Burke and Amanda Davis) in preparation for our college students returning to school, and that has helped us to fill in gaps at the circulation desk.

Katie Spofford has been promoted to Head of Reference beginning August 13<sup>th</sup> and has already begun making plans with the Reference team for Fall programming. She will be re-assessing responsibilities among the Reference staff and may call on some of the librarians from other departments (those with MLS degrees) to help out with service at the Reference Desk. She is excited to begin her new role and we are very excited for her!

We bid farewell to Jane Martina this week and wish her great success at her new job at the Hooksett Public Library. She is still working in the GMILCS consortium, so we expect to see her frequently.

I met with Lynn to discuss Director responsibilities, possible Assistant Director tasks and potential salaries for each position. I will present the job descriptions and postings as part of New Business at the Trustee meeting.

We lose our summer facilities worker next week and do not have a replacement. I will plan to handle any facilities issues for the next few months.

#### PROGRAM HIGHLIGHTS

##### Summer Reading Statistics

- 305 total active participants (who read at least 1 hour/book, 465 registrations total)
- 4,700 badges earned
- 678 books read
- 173,389 minutes read

Adult: 86 active readers, Teen: 39 active readers and Children's: 183 active readers

Events (includes make and take crafts & bookboxes): 3,804 participants  
726 adults , 3,000 children (and their parents) and 213 teens

**Community Read:** We have already distributed our first 50 copies of Kristan Higgins' "A Little Ray of Sunshine" and had to order more to fill the demand! The September 13<sup>th</sup> book discussion and meet-with-the-author event at Town Hall should be well attended.

## **FACILITIES**

Andrew and I have been working through the "punch list" given to us by the Fire Department and have one task remaining – getting the Wi-Fi extender located above the arched window hard-wired (currently it relies on an extension cord). The Town IT department will be over to evaluate and re-install the device.

The new shelving has been installed in the Juvenile Fiction area and the library's display case has been moved near the Children's Room entrance.

## **OTHER**

- \$500 was sent to SHARE from the Trustees since the Summer Readers met their goal of earning 3,500 badges. Well done, Milford readers!
- The first draft of the 2024 Library Town Appropriations budget is due soon. Lynn and I will meet on August 13<sup>th</sup> to prepare the draft and will sit down with the Town Administrator sometime in the next week to review it.

Respectfully Submitted, Betsy Solon

Additional discussion: We are up to 70 copies for the Community Read event. A Thank You note was received from Share for the \$500 donation.

b. Review and approve minutes – a motion was made by Jen S and seconded by Lynn to approve minutes from 7/18/23 as amended. All approved via roll call vote with 2 abstains (Jen OT and Chris).

c. Treasurer's report – A motion was made by Jen S and seconded by Janet to accept a total of \$308 in gifts/donations through 7/31/23. All approved via roll call vote. Lynn and Betsy will be meeting with the Town Finance Director and Lincoln Daly to do a final review of the budget.

### **4. Old Business:**

a. Roof update – The Town has agreed to pay \$75K towards the Library roof project which will be complete in September. A motion was made by Lynn and seconded by Chris to approve using CK Landmark Construction Corp for the roof project with the Select Board paying \$75K with up to \$50K coming from Library funds. All approved via roll call vote.

b. Memo of Understanding (MOU): The MOU was reviewed and comments noted. The document will be updated and sent back out to the Trustees for final review.

c. Update/Strong Group Feasibility Study – Janet, Lynn and Kathy have a meeting with SRG on 9/8 to review the initial summary of the Feasibility study interviews. SRG will present the summary to the Board at the September meeting. One of the interviewees asked if copies of the summary report would be available.

d. Friends of the Library Liaison – Jen S and Chris will try to attend the next meeting on 8/23 at 7pm.

e. HVAC update – HVAC equipment was ordered on 8/9 with a walkthrough regarding the controls scheduled for 8/18. The HVAC work will be completed by the end of the year.

e. No other old business.

### **5. New Business:**

a. Policy discussion – A motion was made by Lynn and seconded by Chris to approve the Photography, Filing and Videography Policy, the Use and Confidentiality of Information Policy and the Retrieval of Borrowed Materials Policy (the latter two as amended). All approved via roll call vote.

b. Director/Assistant Director job description – Documents were reviewed and a motion was made by Chris and seconded by Lynn to accept both job descriptions and job postings with the amendment of updating the Assistant Director job posting document to the same concise format as the Director job posting

– with a link to the job description. All approved via roll call vote. The jobs will be posted internally for 2 weeks prior to being released to the general public.

d. Director search committee – Jen S, Chris and Janet agreed to be on the search committee (with Lynn as an alternate). Janet will contact Tim Finan about joining, and Chris will ask Mary Ann Shea and Trina McLenon to join. Betsy will forward process documents she has for the team to work with.

e. Staff funding requests – A motion was made by Jen OT and seconded by Lynn to approve spending up to \$650 for a document scanner. All approved via roll call vote. This will be used to digitize the documents in the NH room. A motion was made by Jen OT and seconded by Lynn to spend up to \$4K for a new 3D printer. All approved via roll call vote.

c. Other new business:

Jen S brought up potential funds available from the Investment in America plan offered by the Federal government with over \$100M available for NH. The Board agreed it was something to look into. She will continue to investigate and will report back.

A motion was made by Lynn and seconded by Chris for the Library to close the Friday before the Pumpkin Festival for professional development. All approved via roll call vote. The Library will be closed through Monday and the lot may be used for festival parking.

**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 regular meeting on 9/19/23 at 6pm.

b. Next Friends meeting 8/23/23 at 7pm.

A motion was made by Jen S and seconded by Lynn to go into non-public session at 7:50pm. All approved via roll call vote.

**8. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation.**

No decisions were made in the non-public session.

A motion was made by Jen S and seconded by Lynn to end the non-public portion of the meeting and not seal the non-public minutes at 8:02pm. All approved via roll call vote.

A motion was made by Lynn and seconded by Jen S to close the public meeting at 8:02 pm. All approved via roll call vote.