



## Board of Library Trustees Meeting Minutes

Tuesday, September 19, 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: present

Chris Costantino, Alternate: present and voting for Tracy Swisher  
Shirley Wilson, Alternate: present and voting for Jen OT after Jen OT left  
Betsy Solon, Director: present  
Board of Selectman member Tim Finan: present  
Guests: Chris Strong and Kerri Singh of Strong Resources Group

2. **Discussion Strong Resources Group** – Chris & Kerri reviewed the Feasibility Study summary report they prepared and left us with decisions to make on next steps. They will also prepare a one page summary for us to share with the interviewees. Kathy will send out the Strong powerpoint presentation to the Board.

### 3. Regular Reports - a. Directors Report 9/19/23:

#### STAFF NEWS

I'm pleased to announce that Mary Ann Shea began her role as Assistant Director on September 10<sup>th</sup>. There were no in-house applications for her former position, so that job has been posted on the NH Library jobline (Head of Circulation) and we have already begun to receive applications. Autumn's last day at WML was September 15<sup>th</sup> and her position has also been posted. We wish everyone all the best in their new roles.

#### PROGRAM HIGHLIGHTS

We had a great turnout for the Community Reads book discussion on September 13<sup>th</sup>.  
Adult day time program attendance has increased this month, especially for the cook book club and knitting/crocheting group. Book clubs continue to thrive.  
The Children's Department began school visits on September 15<sup>th</sup> and relaunched their story times, Little Explorers and Baby Lapsit on September 11<sup>th</sup>. It is wonderful to hear young voices in the library again!

#### FACILITIES

We are looking forward to the roof replacement on September 25<sup>th</sup> and the HVAC upgrade later this Fall.

#### OTHER NEWS

I worked with Staff to create the 2024 Library Calendar which will be discussed at the September meeting. The Library offers 12 paid holidays, as usual.  
I registered the library for Quickbooks online and will begin working with a data migration specialist in the next weeks to transfer our financial tracking online.  
Respectfully Submitted, Betsy Solon

- b. Review and approve minutes – a motion was made by Jen S and seconded by Lynn to approve minutes from 8/15/23. All approved via roll call vote with 2 abstains (Shirley and John).  
c. Treasurer's report – A motion was made by Shirley and seconded by Jen S to accept a total of \$514 in gifts/donations through 8/31/23. All approved via roll call vote.

### 4. Old Business:

- a. Roof update –The materials are scheduled to be dropped off for the roof project on 9/21 with work commencing on 9/25.  
b. Memo of Understanding (MOU): The MOU discussion was tabled until next month.

c. Friends of the Library Liaison – Jen S and Chris provided a report from the last Friends’ meeting. They will not be doing wreath sales this year. It was decided to brief the Friends and the Development Group after the Board has decided what our next steps will be based on the Feasibility Study results. Jen S will attend the next Friends meeting on 9/27 at 7pm.

d. HVAC update – The HVAC people are asking questions of the roof company. Project still on track to be completed by the end of the year.

e. No other old business.

**5. New Business:**

a. Policy discussion – A motion was made by Janet and seconded by John to remove the faxing fees from the Fine and Rate Schedule. All approved via roll call vote. No additional policies to review until next year.

b. Director search committee – An update was provided by the search committee. We are hopeful more folks will apply after Betsy has finished posting the job on NELA.

c. 2024 WML Calendar – a motion was made by Jen S and seconded by Lynn to approve the 2024 WML Calendar. All approved via roll call vote.

d. Other new business:

- Additional CIP forms need to be completed for the Town. Kathy will keep us posted.

- Ideas for the staff Holiday gifts will be further discussed at the next meeting.

- The Board was reminded of the NHLA Regional Trustee meeting at the Peterborough Town Library on 9/21 from 10-11:30am.

- A motion was made by Jen S and seconded by Janet to purchase a 1/2 page ad for the Milford High School fall production program. All approved via roll call vote.

- A motion was made by Lynn and seconded by Shirley to spend up to \$250 for a sponsorship for the upcoming Milford Pumpkin Festival. All approved via roll call vote.

**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 10/17/23 at 6pm.

b. Next Friends meeting 9/27/23 at 7pm.

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

A motion was made by Lynn and seconded by Shirley to adjourn the meeting at 8pm. All approved via roll call vote.