



## **Board of Library Trustees Meeting Minutes – amended 11-21-23**

**Tuesday, October 17, 2023, 6pm**

### **1. Attendance:**

Lynn Coakley: present; Janet Hromjak: present; Jennifer O'Brien-Trafficante (**Jen OT present on phone**); Kathryn Parenti: present; Jennifer Siegrist (**Jen S**): present; Tracy Swisher: present on phone; John Yule: present

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

### **2. Regular Reports - a. Directors Report 10/17/23:**

We have been inundated with applications for the Head of Circulation and the Reference/Adult Services positions, so the past 3 weeks have been full of phone interviews, in-person interviews and reference checking. We feel very fortunate to have some really great candidates for both positions and plan to make our selections by October 31<sup>st</sup>.

The past few weeks have been really chaotic with the roofing project and the HVAC work. Staff have been real troopers in dealing with the noise and disruptions and the constant questions from patrons. We moved the Children's Room upstairs, cancelled all outside meetings scheduled for the Keyes Room, and have tried to install lots of signage explaining the construction project.

I'm very proud of how the Wadleigh Team has performed under these conditions and have tried to put our focus on how awesome the library environment will be once the projects have been completed.

Respectfully Submitted, Betsy Solon

b. Review and approve minutes – a motion was made by Lynn and seconded by John to approve minutes from 9/19/23. All approved via roll call vote.

c. Treasurer's report – A motion was made by Janet and seconded by Kathy to accept a total of \$113 in gifts/donations through 9/30/23. All approved via roll call vote.

### **3. Old Business:**

a. Roof update –There are now weekly meetings with the HVAC and roof folks due to communication issues. Work is progressing on the HVAC and the roof is complete! The mechanical work needs to be done by the end of the year.

b. Strong Resource Group findings discussion – SRG is tweaking their one page summary. Using SRG for a potential capital campaign was discussed. It was decided to use some Library postcards and send them to the feasibility study participants as a thank you from the 'Wadleigh Library Trustee' and have a gathering at some later date as another form of thank you and engagement. This would also include the Friends, BOS, the Development Fund, etc.

c. Memo of Understanding (MOU): A motion was made by Jen S and seconded by Lynn to approve the MOU as amended. Janet will update and send out to the Trustees.

d. Friends of the Library Liaison – Jen S attended the last meeting and gave us an update on what the Friends are doing. The Trustees will all attend their next meeting which will be zoom on 10/25 at 7pm. The meeting invite will be sent out to all Trustees.

e. Director job search committee report – An update was given on the Director search.

f. No other old business.

### **4. New Business:**

a. Regional meeting – Kathy will forward the notes from the regional meeting held on 9/21 in Peterborough which Kathy, Janet and Lynn attended.

b. Staff Christmas gifts – What we would do for the staff was discussed. Jen S volunteered to research the cost of the ideas presented.

c. Friends/Development Fund thank you – discussed under Old business above.

d. Light replacement: it was agreed to approach the Keyes Group for light replacement money. Betsy is getting updated quotes.

e. Update job descriptions – n/a

f. Future expansion plans – Amending our plans to add more space for a community center was discussed. There will be additional discussion on this topic next month.

g. Any other new business: Janet shared a story from her visit to NHPR recently where 2 people commented on the wonderful programs and helpful/friendly staff here at the Library.

**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 11/21/23 at 6pm.

b. Next Friends meeting 10/25/23 via zoom at 7pm. Link will be sent to all Trustees so they can join.

**7. 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 John and seconded by Jen S to adjourn the meeting at 7:28pm. All approved via roll call vote.