



## Board of Library Trustees Meeting Minutes - Amended

Tuesday, February 20, 2024, 6 pm

### 1. Attendance:

Lynn Coakley: present; Janet Hromjak: excused absence; 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: not present

Shirley Wilson, Alternate: present voting for Tracy Swisher

Betsy Solon, Director: present

Mary Ann Shea, Asst Director: present

Michelle Sprague – Story Corp.

Board of Selectman member Tim Finan: present

2. Presentation from Michelle Sprague from Story Corp. – Michelle spoke with Shane at the Minot Sleeper Library in Bristol, NH regarding the process and training from Story Corp with 2 staff members and 4 trustees at their library for 2 days. They also hired a new staff member to provide logistic support. This was facilitated by a grant for the project. The project conducted 30 interviews over a summer within a specific time frame given due to the responsibilities required by the grant. Because of the training, the equipment provided, and the hosting of the conversations on their servers after the fact by Story Corp it does come with a cost for this service. There is also a collaboration with NH Public Radio and the conversations were aired on NHPR after the fact. Shane told Michelle that the conversations were found to be very impactful on the staff and those interviewed. The biggest hurdle was found to be getting people to sign up as some felt they had nothing to share. The grant for the project was a \$20,000 humanity grant. This provided the trainings, the equipment, hosting, any support needed for the project, and the staff member who did the logistics. Story Corp does ask for 4 month evaluation process to see what is needed and how much they will get out of it to see if it is a good fit to have this program at your library or town facility. The Minot Sleeper Library used the National Endowment for Humanities Grant for their program. If the library chose to do their own oral history project, but we would need our own equipment and hosting afterwards and this may not be cheaper in the long run. Michelle will reach out to Story Corp to find out what are the required commitments are and what are the financial expectations are for their program to come to our library for further discussion.

### 3. Regular Reports - a. Directors Report 2/20/24:

#### STAFF NEWS

Staff truly enjoyed the "It's A Wrap" luncheon provided by the Trustees. The food was delicious and much appreciated – thank you! Everyone seems to have settled back in after the disruptions of the HVAC project. We've heard many patron comments lately about how much they appreciate the service they are receiving here, so kudos to everyone for helping patrons find what they need and for giving them a reason to smile.

#### FACILITIES

- The HVAC project is effectively done. Glenn at town hall is taking care of any questions/concerns with the new system.
- The four big lights on the main floor have been replaced so we can see at night! These light installations were paid from the encumbered 2023 funds set aside for this project.
- The back wall in Technical Services has been treated for the mold that was discovered during the HVAC project. It looks a little disheveled right now, but Andrew is sure we can get it back into shape for use in the near term. The wall where the wallboard was removed will remain exposed until the issue with the leaky outside wall is resolved- which may be a while as they can't do a thorough evaluation or get quotes until the spring. Tech Services staff will now use the custodial sink in the electrical room for brush cleaning.
- The Milford Fire Department will be doing a walk-through for our certificate of occupancy renewal on Tuesday, Feb. 20<sup>th</sup>

- Mary Ann has gathered quotes for a new people-counter system for the board discussion

## PROGRAMS

Program attendance is increasing, specifically for Little Explorers, Family Storytime, PAWS to Read and the weekly Teen programs. It's been so nice to see patrons happy to be back in the building!  
Also, we have added the Mariposa Museum in Peterborough (thanks to the Friends of the Library).

## OTHER NEWS

The Town and State reports have been completed. Copies of the Town Report (statistics and financial) will be sent out along with this document.

Thank you to the Board for reaching out to Peter Petrigno regarding HB1308. His educated questions and comments during the hearing were much appreciated by NHLA and members of the NH library community.

AARP tax packets and basic IRS tax forms are available at the Circulation Desk. We also print out forms on request.

Respectfully Submitted, Betsy Solon with Mary Ann Shea

- b. Review and approve minutes – a motion was made by Lynn Coakley and seconded by Shirley Wilson to approve the minutes from 1/16/24. All approved via roll call vote.
- c. Treasurer's report – A motion was made by Shirley Wilson and seconded by John Yule to accept a total of \$65 in gifts/donations through 1/31/24. All approved via roll call vote.

.71 cents was left over from the Library Patio Project. This money has been moved over to the Summer Reading Program.

Lynn reports the library now has approval for anyone authorized to now use Quickbooks online for the library financial reports.

Because we do not have the town vote on the budget yet, the current year appropriation budget is not fully accurate. It will be accurate after the town votes on the town budget.

### 4. Old Business:

- a. HVAC Update – The HVAC installation is complete. There is some money left over from this project. Kathy will look into seeing if the boiler repairs can be completed with this money (repairs approved, looking at cost).
- b. Friends of the Library Liaison – Friends are having a fundraiser tonight 2/20/2024 at Grill 603 in Milford from 4pm-8pm. 10% of the proceeds (minus drinks) will go to the library. The Friends have a new Facebook page and a new email. They currently have a balance of \$7,720.15 in their fund. They have a plan to work on more fundraisers and more membership drives. They are looking to create an Amazon Wish List for the Library
- c. Director job posting update – There is one applicant currently for the position. The committee will be meeting on Thursday 2/22/2024 at 9am to discuss the applicant.
- d. Deliberative session update – Deliberative session was very short this year. No discussion for anything regarding the library.
- e. Any other old business: No old business discussed.

### 5. New Business:

- a. Door counters – While we originally thought the door counters would cost around \$10,000, the quotes came in much less than this. Mary Ann did the research for these items and presented the results. A motion was made by Lynn Coakley to approve up to \$5000 for the purchase and installation of the new door counters, Seconded by Shirley Wilson. All approved via roll call vote.

b. Policy review – Volunteer Policy: One change was made to add in “or Assistant Director” after Director for the bullet point regarding other tasks as assigned. The font was also adjusted to keep the policy to one page.

A motion was made by Lynn Coakley and seconded for discussion by John Yule to approve the changes to the Volunteer Policy. Jenni Seigrist made the suggestion to change the word Sex to the word “Gender” after the word religion in the first sentence. All approved via roll call vote.

c. Meeting Room Policy and Use Agreement: An amendment was made to this to state in the last paragraph “The person placing the reservation by signing this form must be a Milford Resident or Non-Resident Wadleigh Memorial Library card holder in good standing, 18 years of age or older, and must be in attendance at the meeting. The person reserving the meeting room must check in at the Reference Desk before any attendees may enter the reserved area”.

Motion made by Shirley Wilson to accept as amended, seconded by Jenni Seigrist. All approved via roll call vote.

c. Any other new business

Surprise luncheon will be held for Tina Philbrick on Monday 2/26 a \$50 gift from the Trustees will be given. Motion made by Lynn Coakley to make a \$50 gift to the Tina Philbrick appreciation Luncheon from the Library Trustees fund. Seconded by John Yule. All approved via roll call vote.

Souhegan Valley Chamber of Commerce reached out to Mary Ann about the library hosting an after hours at the library and providing food and beverages. There is a conflict with when they would like to have this event (third Wednesday of the month at 5pm) as there are two groups already occurring at the library at the same time. Mary Ann will talk with them further about considering having their event in the summer on the patio as an alternative option after hours or what would be another option that would work well for both the Library and this group.

**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 3/20/24 at 6pm. This is a day change from Tuesday to Wednesday this month.
- b. Next Friends meeting 2/21/24 via zoom at 7pm. Jen S will attend.
- c. Election 3/12/24 6am-8pm.
- d. Selectman’s candidate forum 2/21/24 at 6pm.

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

A discussion was held regarding personnel issues.

A motion was made by Lynn Coakley and seconded by Jennifer O’Brien-Traficante to end the non-public portion of the meeting at 7:15pm. All approved via roll call vote.

A motion was made by Jenni Seigrist and seconded by Kathy Parenti to close the public meeting at 7:28pm. All approved via roll call vote.