



Board of Library Trustees Meeting Minutes

Tuesday, January 16, 2024, 6 pm

1. Attendance:

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

Chris Costantino, Alternate: present

Shirley Wilson, Alternate: present voting for Kathy Parenti

Betsy Solon, Director: present on phone

Mary Ann Shea, Asst Director: present

Board of Selectman member Tim Finan: present

Guests: Selectman Dave Freel, Town Administrator Lincoln Daly and Leo, Director from DPW

2. Discussion – Electrical panel warrant article and roof leaks. Selectman Freel assured the Board that the Federal Pacific model we have is not the model that have been cited by the State Fire Marshall as being unsafe. In addition, he estimated we can replace the outdated breakers for less than \$10K. Based on our discussion, a motion was made by John and seconded by Shirley to remove warrant article #8 regarding the Library electrical panel. Chris voted for Tracy when we lost phone connection with Tracy. All approved via roll call vote. All capital reserve warrant articles were removed by the Select Board this year as we are under a tight budget.

We also have a recently discovered mold issue due to bricks leaking on the roof. We can't get a quote for repairing that now since it's winter. After the bricks are fixed a contractor will be needed to fix the sheetrock, etc. Situation will be evaluated, and bids obtained to repair.

3. Regular Reports - a. Directors Report 1/16/24:

STAFF NEWS

Happy New Year! Once again, we started the year off with a bit of illness moving through the staff, but fortunately our college student employees have been home on break and able to substitute. We've planned some fun activities for the staff over the month to help reduce the stress of moving back to in-person services while HVAC activities continue, and I have reached out to the Board to see if one or two Trustees would be willing to take on our "It's A Wrap" delayed staff holiday luncheon. We plan to assemble a time-capsule to place in the attic as part of the celebration.

FACILITIES

- Portland Glass replaced the 2 broken windows on the patio side of the building.
- SERVPRO came in and gave us a quote for mold removal in Tech Services. I checked with the Town and the abatement is not covered under insurance, so we will have to fund the mold removal out of Town Appropriations or our Building funds. There is a large crack in the foundation near the mold area, so we may be able to seal the crack from the inside once the cabinets and drywall are removed....or we may need to excavate on the outside – that's for the Town to decide, I presume.
- Daniels Electric workers were in to replace the 4 old halogen lights on Friday, but the new lights were not correct for a slanted ceiling, so new ones are being ordered.
- The recent rainstorms have resulted in major water leaks, which DPW, the roofing company and Milestone have been investigating. It appears that the new roof is solid, but that the 1980s brickwork is allowing water to seep in (either it was never sealed – or not sealed properly). Will the brickwork need to be repointed or sealed? Another decision for the Town to make.

OTHER NEWS

I've been working on annual statistics for the Town and State reports. Milford annual reports are due January 24th, while the State numbers are due by mid-April.

There are several 2024 NH House Bills that could potentially have an effect on public libraries like ours. I sent out an email on Sunday regarding HB 1308 and the possibility of the Trustees reaching out to Peter Petrigno. (To be discussed at the Trustee meeting).

Kathy asked for suggestions for items the Keyes Foundation could help us fund in 2024. Staff came up with a short list, and we feel installation of a new door-counter (people counter) system would be best. They run close to \$10K but would give us accurate data and remove the burden of manually tracking patrons from Circulation staff.

Respectfully Submitted, Betsy Solon

Additional discussion from Director's Report: SERVPRO quote was \$4K – the quote will be sent to Leo.

b. Review and approve minutes – a motion was made by Shirley and seconded by Chris to approve the minutes from 12/19/23 as amended. All approved via roll call vote.

c. Treasurer's report – A motion was made by Chris and seconded by Jen S to accept a total of \$455.70 in gifts/donations (which included \$425.70 in unrestricted gifts and \$30 to the building fund) through 12/31/23. All approved via roll call vote.

4. Old Business:

a. HVAC Update – radiators are up and running. They have looked at the leaks and will meet with the town and roof company this week. Final report sent to ARPA, the Friends should be receiving a check shortly.

b. Use of Capital reserve fund for warrant article, vote required – see item #2 above.

c. Memos of Understanding (MOU) – tabling until after the election. Send them both out again.

d. Friends of the Library Liaison –no meeting in December. Their meeting is next week.

e. Director job posting – updated job posting was done. No applicants so far. Discussion regarding keeping Betsy on longer. March 9th is her drop dead date. After that she could continue as a part time employee (professional librarian position). Add to non-public agenda for next month.

f. Other old business - none

5. New Business:

a. Strategic Plan – The NHLA Strategic Plan was reviewed and we will consider a similar format when we update our strategic plan in the future.

b. Keyes Foundation projects, if any, due January 31st – it was decided to ask for funds to get a new people counter that would more meet our needs with better technology and would cover 2 doors. This will not be a privacy concern. It is a higher priority than new 3D printers. A motion was made by Chris and seconded by Lynn that we approach the Keyes Memorial Trust for \$10K to pay for people counters. All approved via roll call vote. Mary Ann will get Kathy information to send to Janet Langdell.

c. Directors & Officers insurance – we are covered under the town's insurance.

d. Budget and bond hearing –Lynn, Kathy and Chris attended the meeting. There was discussion on our warrant article, no voting was done at that time.

e. Any other new business – Janet mentioned feedback she had received that patrons are always inquiring as to the location of the bathrooms and perhaps we need better signage. Mary Ann will look into this.

Betsy advised us about NH House bill #1308 which would allow parents access to their children's school and public library records. Jen S volunteered to write a letter to Peter Petrigno on behalf of the Board saying a majority of the Board do not support this bill. A motion was made by John that the Board, facilitated by Jen S, send a letter stating our opposition to the bill. A roll call vote was taken with Lynn, Janet, Shirley, Chris & John voting yes; Jen OT and Tracy voted no. Jen will draft a letter and send it out to the Board to review.

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 2/20/24 at 6pm.
- b. Next Friends meeting 1/24/24 via zoom at 7pm. Jen S will attend.
- c. Candidacy Filing – 1/24 – 2/2/24 for Jen OT and Janet. We will have to go to town hall and sign paperwork and then will receive an email from the town requesting data for the voter guide.
- d. Deliberative session Saturday 2/3 Town Hall auditorium at 9am, registration at 8:30am.
- e. The library is closed 2/3/24 for the Deliberative session parking.

8. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation.
Not necessary.

A motion was made by Jen S and seconded by Jen OT to adjourn the meeting at 8:05pm. All approved via roll call vote.