



Board of Library Trustees Meeting Minutes

Tuesday, June 21, 2022, 6 pm (amended 6/26/22)

1. Attendance:

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

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: present

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

Guests Jason Lacombe from SMP and Brian Gehris from Milestone

2. Discussion with Jason Lacombe from SMP and Brian Gehris from Milestone:

- SMP will supply an updated costing with milestones that make sense for our fundraising with the capital campaign. We went over all the various items which would include HVAC/Elec, bathrooms, addition and site work. Jason will have something for us at our July meeting. He will also come in with one price to do everything – as breaking the project up into segments will be more expensive.
- A timeline was discussed, with the first step being an RFP to find a fundraising consultant by the end of the year. Targeting August to get the RFP out. Fundraising would then commence approximately Fall of 2023 thru Spring of 2024. The project could then potentially commence around the Fall of 2024.
- Utilizing any monies that get voted into the capital reserve fund.
- Research will be done into the sprinkler system to see if any of the recommendations need to change.
- SMP recommended we establish a Foundation to accept any monies raised. The Friends will be invited to our next meeting. We could then have various committees under the Foundation.

3. Regular Reports:

a. Directors Report 6/21/22:

STAFF NEWS

Our college workers have returned and we are well organized for the summer. We are the only department in Town that is fully staffed right now!

The Juneteenth holiday being celebrated by the Library in 2022 but not by the Town is causing some issues for HR and Finance – we will need to discuss this at the board meeting.

The Selectboard recently voted to increase Personal Time for Town employees to match the union contracts – the Trustees will need to discuss making this same change for Library staff.

PROGRAM HIGHLIGHTS

Summer Reading, "Oceans of Possibilities," begins June 17th. We've placed our sharks and a photo-op mural on the front lawn to drum up excitement – it's working! Activities have been planned for all age groups and include both in-person and online events.

We will host an owls program on Sunday, July 17th in the outdoor program area for all age groups to celebrate the new patio and to thank the donors of the project.

Save the date! We are coordinating with the Historical Society to hold a big Hutchinson event on September 15th and have arranged for Steve Blunt to come perform some of the Hutchinson musical works.

FACILITIES

One of the library neighbors informed the Town (via Paul Calabria) about a dead tree on library property. I arranged for a tree service to come in on May 25th to remove it. The service noted several other trees that should be removed and I let them know we would reach out to them in the Fall to discuss further tree removal.

The heat was turned off by JL Hall on May 17th and within a week the circulator pump stopped working so we were without AC for 6 days (during the May hot spell, of course!) All seems to be functioning for now.

We had the elevator inspection on June 16th and were instructed to get the emergency phone inside it repaired by June 23rd. We've reached out to Bruce and he is looking into getting that line fixed.

We got quotes for carpeting the new teen area and for the area around the circulation desk – the cost will be approximately \$13,000. Staff feels that we can wait until the Fall to re-carpet once we know how much is left in the budget for building repairs.

Work continues on the outdoor patio area and the new Teen Room. We hope to hold an open house at the end of the Summer to showcase all of the library improvements from the past 2 years.

OTHER NEWS

As we add more digital content to our library website, we feel the need to create a "Take Down Policy" much like our Request for Reconsideration Policy. I will present a draft form at the meeting for the Trustees to review.

The annual Town BBQ will be held on July 20th from noon to 2pm – all library staff and trustees are welcome to attend.

We donated 75 discarded children's books to the "Books for Africa" program last month.

Respectfully Submitted, Betsy Solon

Additional items raised after Betsy's report:

- Betsy wanted the Trustees to know that the staff is grateful to the Trustees for listening to them and being open to new ideas.
- The Library replacing the birthday holiday for the staff with Juneteenth (6/20) was only for 2022. This will be reviewed in November for 2023 and annually going forward and Town HR will be kept apprised.
- A motion was made by Shirley and seconded by Jen OT to add 4 hours of personal time for the Library staff based on the Selectboard recently voting to increase personal time for Town employees. All approved.
- Betsy will get quotes to have the outside spiral staircase scraped and painted.
- A cleaning company has been hired. They come in Tuesday & Thursday evenings and do the deep cleaning on the weekend.
- Andrew is working to rectify a bill for roof work that we received.

b. A motion was made by Lynn and seconded by Jen OT to approve the May 17, 2022 minutes. All approved.

c. Treasurer's Report – A motion was made by Shirley and seconded by John to accept the \$9,947.78 from Gifts/Donation. All approved. A motion was made by Shirley and seconded by Janet to acknowledge unexpended town appropriation money from 2021 that was returned to the Library and which will be moved into the building fund. All approved.

4. New Business:

a. Policy updates:

- A motion was made by Janet and seconded by Shirley to accept the Meeting Room Policy and Use Agreement as amended. All approved.

- A motion was made by Lynn and seconded by Jen OT for Betsy to use the wording from the Eastern Monroe Non Discrimination Policy and update it for Wadleigh. This will be reviewed next June. All approved.
- A motion was made by Jen OT and seconded by John to approve the Notice and Take Down Policy for Digital Materials as presented. All approved.

b. A motion was made by Janet and seconded by Shirley to approve the Staff Use of Personal Cell Phones Policy as amended. All approved.

c. Volunteer tracking – Betsy will let the Friends know that they need to institute a tracking mechanism for volunteer hours as the Town is looking for her approval of those hours. The liaison to the Friends group will be discussed at the July Trustee meeting.

d. CIP submission – Kathy completed the forms for submission (HVAC, lower level restroom, renovation/addition, Sitework). A motion was made by Lynn and seconded by Shirley to approve the forms and their submission to the Town.

e. Lock box – Betsy will get quotes for obtaining a lock box the library can use.

f. ARPA update -Additional options for receiving ARPA money are being investigated. There will be another round of ARPA funding.

g. Other new business – none.

5. Old Business:

a. Mask Policy and reopening plan update – no updates.

b. Capital Campaign – open house: Once the patio is complete we will have an open house, inviting people such as the Selectboard, Senators, Keyes foundation, State Reps, Milford Cabinet, etc. Targeting 8/28/22 from 3-5pm.

c. Other old business – none.

6. Public Questions and Comments: We welcome public comments on agenda items. 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 meeting on 7/19/22 at 6pm.

b. A motion was made by Lynn and seconded by Jen OT to close the public portion of the meeting. All approved.

8. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation. A motion was made by Jen OT and seconded by Shirley to go into non-public session at 7:55 pm. All approved.

A motion was made by John and seconded by Lynn to end the non-public portion of the meeting. All approved.

A motion was made by Jen OT and seconded by Lynn to close the public meeting at 8:15 pm. All approved. No decisions were made in the non-public session.