



Board of Library Trustees Meeting Minutes

Tuesday, December 20, 2022, 6 pm

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 on Zoom; Tracy Swisher: excused absence; John Yule: present

Chris Costantino, Alternate: present and serving as a voting member for this meeting

Shirley Wilson, Alternate: absent

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

2. Regular Reports:

a. Directors Report 12/20/22:

STAFF NEWS

As many libraries in NH suffer staff turnover and difficulty hiring, I am happy to report that we are not facing those difficulties. Two main reasons for that are the Trustees' support of growing staff professionally and their funding of the Director's efforts to build morale and a positive workplace culture. Thank you!

We recently had 6 part-time employees express interest in the NHLA Paralibrarian program. That is a certification process which requires people to track their professional development hours and activities in order to attain different levels of "paralibrarianship." The certification is reciprocal with Massachusetts libraries. Our WML staff is excited to participate in the program and there is much buzz among them regarding webinars and other opportunities that they can explore over the next year.

Andrew will fully transition to the Custodian position on January 1st and we have begun interviewing for his replacement.

FACILITIES

DPW did a great job keeping the parking lot and entrances cleared during our first snowstorm of the season. We have had no success in finding a local person or company to commit to clearing our sidewalks, so Leo Lessard has offered to have his folks take care of the walkways until we hire someone. Hats off to our new DPW Director and the cemetery crew!

We offered our Acoustic Café equipment to Chris Gentry (Granite Town Media) and he was thrilled – he actually needed extra equipment for the many events they've been covering this month and we needed to reclaim the storage space, so it was a win-win. We can always use the equipment if we need it, but in the meantime, it will go to good use for the Town.

GRANTS

We have applied for a grant to allow our Children's staff to be further trained in early-childhood development so that WML may be designated as a "Family Place Library." Achieving this designation will be a great achievement for the library and a wonderful service for our community. For more information, check out the Family Place Libraries website at:

<https://www.familyplacelibraries.org/what-family-place-library>

ARPA Funds: The Friends have received their insurance certificate and all paperwork will be signed and submitted by Monday, 12/19.

OTHER NEWS

This has been a remarkable year at the Wadleigh Library – a year of growth, upgraded facilities and expanded services for our patrons. Thank you all for your hard work and support.

2023 looks to be equally exciting! Best wishes for a happy holiday season.
Respectfully Submitted, Betsy Solon

Additional discussion from the Director's Report:

- The Motor in the HVAC in the Children's room has broken.
- She has interviewed one candidate for Andrew's replacement.

b. A motion was made by Chris and seconded by Jen S to approve the November 15, 2022 minutes as amended. All approved with one abstain (Jen OT).

c. Treasurer's Report – A motion was made by Janet and seconded by John to approve the Gifts/Donations from November of \$144. All approved. A motion was made by Jen S and seconded by Chris to allow Betsy to spend up to \$10K to have the HVAC motor in the Children's room repaired. All approved. Kathy will tell Brian about this issue.

3. New Business:

a. ARPA project overseer – Kathy will contact 2 people Jason recommended to function as our ARPA project overseer. There could be a cost of up to \$10K for this role. More discussion will take place after Kathy has contacted them.

b. A review was made of the Code of Conduct and the Food & Beverage Policy as we work through a review of all policies more than 3 years old, as well as standardizing them and adding numbering. A motion was made by Lynn and seconded by Chris to approve the Code of Conduct as is. All approved. A motion was made by Lynn and seconded by Jen S to approve the Food & Beverage policy as amended. All approved.

c. Update policies – not needed.

d. Trustee education – in January we will start to include in the meeting a brief item for training/retraining for the Trustees. We will begin with Trustee responsibilities.

e. Facilities job descriptions – A motion was made by John and seconded by Lynn to update the Building Services Specialist – PT Other Considerations and Requirements section opening sentence to 'This position requires lifting...etc.'. All approved.

f. 2023 Material Budget – Review of this document was conducted. It was decided that a breakout of the new per box fee Ingram is now charging is not necessary.

g. Other new business:

- Amazon is changing their billing process so Betsy will inquire if the town would like to provide the personal information required to obtain an Amazon credit card, but failing that – the Library credit card will be used and the bill sent monthly to the Town.

- A motion was made by Lynn and seconded by Jen S to pay the \$999.99 insurance bill from the building fund that was received for the Friends. All approved.

- A motion was made by Jen S and seconded by Lynn to spend up to \$500 to purchase a passport photo system. All approved. This way the Library will be able to charge \$15 for passport photos.

- A question was raised as to why we do not have Hoopla. The service provided did not warrant the cost.

4. Old Business:

a. Mask Policy & Reopening plan date – No change.

b. ARPA update – An update will be given at the Board of Selectman meeting on 12/27/22 that we have submitted everything necessary for the 12/28/22 county meeting regarding ARPA funds. The check will come to the Friends. Kathy will update Brian and Jason.

c. Update from Friends meeting in November by Betsy – Good ideas were presented for fundraising. It will need to be determined if the wreath fundraiser should continue as there were only 2 wreaths initially provided. The staff made about 15 more, but the majority of the wreaths ended up being purchased by staff. Next Friends meeting is 1/25/23.

d. RFP for Capital Campaign Fundraiser – A review of the RFP occurred with real time changes being made by Jen S. It will be sent out once more for final review and then Betsy will post a notice in the Union Leader and Concord Monitor.

e. Tree removal update – A motion was made by John and seconded by Janet for Betsy to enter into a contract with Pioneer Tree Service for \$4,340 for tree removal before the end of the year. All approved.

f. A review of year end town appropriations ensued. A motion was made by John and seconded by Chris to go forth with proposed expenditures as discussed. All approved. The amount we will be able to return to the town will be determined once the cost of the HVAC motor for the Children’s room is known.

g. Any other old business – None.

5. 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.

6. Close Meeting:

a. Next meeting on 1/17/23 at 6pm.

b. There is a budget and bond hearing on 1/9/23 at 6:30pm in the BOS room.

c. Dates for candidacy – pertinent for John and Lynn – are 1/25/23 thru 2/3/23 at the Town Clerk’s office.

d. Deliberative session is 2/4/23. Kathy will be away so Jen S and Lynn offered to handle the Library items at the meeting.

A motion was made by John and seconded by Chris to adjourn the meeting at 7:30pm. All approved.

7. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation. No non-public meeting was necessary.