

Call to order: 7:03pm at Wadleigh Memorial Library.

Present: Betsy Solon (Director), Deb Faucher, Chris Costantino, Kim Paul, Lynn Coakley, Judy Gross (Chair), Jen Hansen, Jen O'Brien-Traficante, Sarah Sandhage, Janet Hromjak (Visitor)

November Minutes: On motion from Deb with a second from Chris, November minutes approved unanimously, with Kim abstaining due to absence that month.

Gifts: On motion from Lynn with second from Deb, unanimous approval to accept \$500 gift and \$150 contents of donation jar.

Treasurer's Report:

- We were given a list of proceeds available from "trust funds" (around \$7k) but there's some confusion about what those trust funds are. Are they the same funds listed on our reports as "Trustee of Trusts"? There were also some questions about the apparently very low rate of return on some of the listed accounts.
- We have netted about \$25k from 29 Nashua and about \$3k from 39 Nashua. Roof on 29 is done, but hasn't been billed yet.
- A new quote from a different vendor for last month's carpeting issue came in about 1/4 of the lowest quote.

Director's Report:

STAFF NEWS

I'm proud to announce that everyone on staff has completed the PRIMEX "Slips, Trips and Falls" course - all town departments need to complete the training by December 31st, so we are way ahead of the game! Seven staff members also participated in a Customer Service webinar on Friday, Dec. 8th. We say farewell to Miss Tanya on December 20th and are excited that Miss Katie O. will be taking on additional responsibilities in January.

FACILITIES

DPW and Jeff did a great job keeping the parking lot and entrances cleared during our first snowstorm of the season. The garage roof on #29 Nashua has been re-shingled and the tenant is delighted (she actually sent a thank you note!) The library garage door will be installed on Wednesday and the front tree will be removed on Friday. The conference room door will be fitted with a window on Tuesday. Jeff checked out some other carpet installers and we settled on Devine Flooring for the area around the new shelving (they came in at a fraction of the cost of the prior vendor). Most of the old shelves will be adopted by the Town planning department and the Recreation Department. We plan to hang on to several sets for future use by the library. When you have a chance, check out the

new fireplace insert near the reference area!

OTHER NEWS

Passports are hot, hot, hot! Our facility was added to the U.S. Dept. of State travel website last Tuesday and we've already accepted 9 appointments through this Wednesday. We are currently in "audit" mode, meaning each of the 6 agents must successfully process 10 passports. That is happening very quickly and agents are becoming more comfortable with the process, so we're planning a press release for early January to announce our "official" status.

We wish all the best to Dave Bouchard of the Water Dept., who is leaving Milford at the end of December for a job at Nashua Waste Water. He has been instrumental in our fountain repair project and promises to return for the grand "opening" next spring.

On a personal note, I want to thank you all for entrusting me with the role of Library Director. It was the best gift I received last December – one that has kept on giving all year long. It seems like only yesterday when I was meeting many of you for the first time, yet a whole year has actually passed by. What a great year it has been! I have truly enjoyed getting to know the folks of Milford and working with a terrific library staff and board of trustees. From the zaniness of Summer Reading to the thrill of the budget process(!), I have been fortunate to work with really great people and to begin some wonderful new friendships. Oh, and we got some good work done, too! I'm looking forward to another great year ahead – Happy Holidays, Merry Christmas and Happy New Year! We've got a great future together.

Calendar:

- We will continue to conform to tradition, the town and area libraries by being closed 3 days in a row for both Labor and Memorial Days.
- For Veteran's Day, we will continue to be closed only on the holiday itself.
- We are adding a Staff Development Day on the Friday before the Pumpkin Festival (October 5th, this coming year).

Facilities equipment expenses: Jeff noted the need for a new lawnmower, bagger and leaf blower. He got a quote for \$4800. Trustees suggested a second quote, but approved up to \$4800 on motion from Kim with second from Lynn to be paid for at Director's discretion. Also noted were needs for tool cart, ladders and other items, but no quote was available.

Personnel issue: On motion from Kim with second from Deb, voted to enter closed session under 91-A:3,II(b) to discuss a personnel issue.

Meeting adjourned at 8:21pm.