

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

**Present:**

Judy Gross, Chair  
Betsy Solon, Director  
Kim Paul, Treasurer  
David Rysdam, Secretary  
Jen Hansen  
Lynn Coakley  
Jennifer O'Brien-Traficante (alt)  
Janet H (visitor)

**Absent:**

Deb Faucher  
Sarah Sandhage  
Chris Costantino

**January Minutes:** Unanimously approved on motion from Jen, seconded by Lynn.

**End of an era:** Jen Hansen and Deb Faucher served as Board members since 2012, Kim Paul since 2010.

**Gifts:** Unanimous approval to accept \$1505 on motion from David, seconded by Jen.

**Director's Report:**

**STAFF NEWS**

After the January shuffle of hours and duties, folks are settling in: Katie O. is doing a fantastic job with story times and Tiger has done an excellent job taking on the ILL process. We will be short a reference librarian for a few weeks so Kathy has stepped up to take on some of those hours.

Several staff members will attend the Advocacy Workshop on March 12<sup>th</sup>, while Letty and Kim will participate in an invitation-only event on March 13<sup>th</sup> – we're proud of our Milford librarians!

On Feb. 21<sup>st</sup> Mary Ann and I will participate in a workshop on dealing with homeless patrons – we've had some issues this winter and hope that this training will give us better tools for serving that population.

Kathy, Tiger and Mary Ann have signed on to become Notary Publics so we can offer more of that service to the community. Several folks have also expressed interest in becoming passport acceptance agents over the next year which will boost our ability to provide that service.

**FACILITIES**

**Library:** We discovered a large water leak in the New Hampshire room ceiling. Details will be provided at the Trustee meeting. Jeff has nearly finished painting the new downstairs meeting room, so that will

be available in March. The refrigerator in Tech Services died and was replaced with a smaller unit. We are looking into replacing the insulation over the computer/reference areas, as that part of the building allows a lot of heat loss. Jeff is gathering quotes for that job. The space planner visited January 31<sup>st</sup> and provided us with a proposal – she sees a lot of potential for the current building.

**Annex (#39):** The water meter was removed on Feb. 9<sup>th</sup>. Jeff has arranged for asbestos testing in flooring and wall materials. He will provide a report on demolition options to Trustees.

**Rental (#29):** Tenant will be vacating on March 4th. Electricity has been turned over to Library. Offer to sell library trustees washer/dryer for \$500 and butcher block table for \$75. Jeff and I will do a walk-through on Monday, March 5<sup>th</sup> to determine amount of security deposit to be returned to tenant. The future of this building will be discussed at the Trustee Meeting.

#### PROGRAMS

Summer Reading planning is underway. It will run from June 15<sup>th</sup> to August 3<sup>rd</sup>. “Pairing Tea with Chocolate” was a big hit on Feb. 13<sup>th</sup>. March programs will include: “Stone Walls of New England,” “The History of Jordan Marsh,” “Acoustic Café,” and a Passport Blitz Weekend. On April 12<sup>th</sup> Library Staff will participate in the MHS STEAM Night and we are planning for a voter registration event (“Libraries Rock the Vote”) in mid-August as part of Summer Reading.

#### OTHER NEWS

Passport acceptance continues to be a successful service. The execution fee will increase from \$25 to \$35 beginning April 2<sup>nd</sup>.

The AARP tax volunteer program began on Feb. 1<sup>st</sup> so parking is quite interesting on Tuesdays and Thursdays!

This month we provided a “book bag” for an MHS reading group. When they are done with the 20 copies of “Fish in a Tree” we will circulate the bag to other libraries

I attended the Deliberative Session on February 3<sup>rd</sup>.

**39 Nashua St Demolition Project Update from Jeff:** Asbestos testing is needed for the entire building. If it has any (and it probably does), that needs remediation before demo, which is a separate quote. After asbestos abatement (a day or two, Jeff guesses), demo would take a couple days and could be started ASAP.

Demo-only quotes include total removal, saving the glass windows and granite, doing a fill-in and paving a gravel parking area. They range from \$28k to \$38k.

**At #29:** Jeff recommends that if we're planning to take this down, we should do it at the same time as #39 to save a lot of money.

Do we want to tear down these buildings? Plan has always been to do so. Jeff is going to get quotes for the March meeting.

**Space planning:** Betsy got a quote from a public space planning company. She wants up to

\$5400 for the assessment/planning subphase ("A.1"), possibly another \$3k for the next subphase after that, "feasibility and budgets". Kim moves, Lynn seconds to approve up to \$8400 out of impact fees if possible, otherwise building fund. Unanimous.

**Next meeting:** March **27**, 2017. Note: This is 4th Tuesday rather than the 3rd.

**Personnel issues:** On motion from Judy with second from David, voted to enter closed session under 91-A:3,II(b) to discuss personnel issues.

**Meeting adjourned at 8:03pm.**