

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

**Present:**

|                           |                             |                             |
|---------------------------|-----------------------------|-----------------------------|
| Lynn Coakley, Treasurer   | Laura Dudziak, BOS          | Betsy Solon, Director       |
| Shirley Wilson, alternate | Janet Hromjak               | Jennifer O'Brien-Traficante |
| Kathy Parenti             | David Rysdam, Secretary     | Scott Cornett               |
| Judy Gross, Chair         | Chris Costantino, alternate |                             |

**Absent:** Sarah Sandhage absent, so Chris Costantino voting as alternate.

**December Minutes:** Unanimously approved on motion from Janet with second from Kathy.

**Treasurer's Report:** David makes a motion with a second from Jen resulting in unanimous acceptance of \$197 in donations.

**Renovation:**

We received an "agreement" from the architect we chose to move forward with, SMP. Before signing it, the Trustees feel we should have a lawyer read it. Kathy moves to allocate up to \$500 for this, Lynn seconds—unanimous.

This agreement obligates us for \$40k of work. Where do the funds come from? \$12k (restricted) and \$22k (unrestricted) in building fund. Apparently they will be billing us monthly, so this turns out not to be an issue. We can decide future payments as they come up. Chris is going to check how much we have in impact fees.

Prompted by a question from Jen, it turns out SMP's references were never called. Jen volunteers to do these calls and contact Judy before the agreement is signed.

Janet moves to accept agreement as presented (this is a slightly revised version from the original submittal), with a second from Lynn. The motion carries with a nay from Chris.

Judy suggests a Building Design Committee to meet with the architect. After some discussion, the following charter is accepted unanimously on a motion from Chris, seconded by Lynn:

Oversee the conceptual design process for repair, renovation and expansion of the Wadleigh Memorial Library, under the authority of the Board of Trustees.

This committee needs members. All of the architect candidates suggested getting as wide a set of community viewpoints as possible, as early as possible. A number of construction experts are

named as well as a number of Milford citizens known to have not supported previous Library construction/renovation efforts. Another suggestion from a candidate interview was to have the Fire Marshal present early on, because their input on required code compliance would drive a lot of work and cost. Various Trustees volunteered to contact those people they knew and there may also be a public posting of a meeting for Saturday, March 9.

**Policy Review:** Unanimous acceptance of both the Weapons policy and the new Safety of Minors policy (replacing the Unattended Child Policy) on motions from from Chris with seconds by Jen and Kathy, respectively.

Next month will be updates for the 3D Printer policy (Chris) and Weather Emergency policy (Lynn).

**Facilities:** One basement storage room needs to be tested for asbestos and it may cost up to \$1000. Lynn moves to use the \$1000 we set aside for bathroom fans (but ended up not doing). Janet seconds and the motion carries unanimously.

**Hello, My Name Is \_\_\_\_\_:** Judy makes an interesting suggestion about Trustees officially attending Library programs as a way to do public outreach and encourage community engagement. Betsy can make generic "Trustee" tags that the Trustee can pick up at the desk.

**Employee Handbook:** An enormous editing project was presented to us that was very much appreciated by all, with a few small tweaks suggested. Enough edits piled up that it will come back next month for final approval.

**Student Intern:** The high school career counselor is assisting a student who wants to be a librarian and is asking about doing a 4-6 hour/week internship at the Library. The Trustees like this idea, as long as it doesn't take more time to manage than the benefit it provides.

**Meeting adjourned at 8:54 pm.**

**Next meeting: February 19, 7pm.**