



## **Board of Library Trustees Meeting**

**Tuesday, May 21, 2019**  
**6:30pm**

The meeting was called to order at 6:35pm. Present were: Kathy Parenti, Judy Gross, Betsy Solon, Lynn Coakley, Chris Costantino, Sarah Sandhage, Jennifer O'Brien-Traficante, Janey Hromjak, Shirley Wilson, Lexi Casale – Friend of the Library/Marketing person

The minutes from April 16, 2019 meeting were approved on a motion by Janet, seconded by Lynn, all in favor.

Treasurer's Report for April 30, 2019 was reviewed and accepted.

Gifts and Donations through April 30, 2019 were reviewed and accepted on a motion by Lynn, seconded by Jennifer, all in favor.

### **Director's Report:**

#### **LIBRARY STORY OF THE MONTH**

Libraries transform lives. Let me tell you how one of your Milford neighbors experienced this first hand: New resident and Mom has been attending baby lapsit regularly with her 2 kids. Kids are now avid book readers, and she has made many new friends.

#### **STAFF NEWS**

We have begun interviewing candidates for the new Reference and Adult Services librarian to complement/enhance our Reference and Circulation departments. This full time position fills the gap left by Diana LeBlanc, who retired in December 2018. We had 39 applicants and have narrowed the field down to our 3 top candidates. Our hope is to get someone started on the library team by mid-June. Eight library staff members attended the NHLA Conference on May 9/10<sup>th</sup>. Three staff members represented the library at the PRIMEX conference on May 15<sup>th</sup> and 16<sup>th</sup> (I presented on creating a positive workplace culture). The last learning opportunity for staff this month is the annual Book Expo in NYC – Mary Ann, Katie Spofford and I will attend.

#### **FACILITIES**

New CD towers have been ordered to replace the bins currently located near the magazine section. We installed 2 new sets of shelving to hold the DVD collection and reduced the size of the Reference desk. The folks from Meridian completed their survey of the library property. We were approached by an employee of the Pillsbury home regarding the locked gate in our parking lot fence. Lock installed. They will call ahead if coming over. We are getting quotes to repair/replace the walkway on the east side of the building – it is currently unsafe and unsuitable as an emergency exit.

#### **PROGRAMS**

The "Talking About Race" program was a great success. Summer Reading prep-work is almost complete.

The Police Dept. will be coming to the library to speak about recent/current scams happening in our area.

Respectfully Submitted,  
Betsy Solon

## **NO PUBLIC COMMENTS**

**Policy Updates-** Institutional Card Policy was updated, reviewed and approved on a motion by Judy, seconded by Shirley, all in favor.

Staff Security in the Library Building Policy was updated, reviewed and approved on a motion by Janet, seconded by Lynn, all in favor.

Public Relations Policy was updated, reviewed and approved on a motion by Jennifer, seconded by Judy, all in favor.

More policies to be updated for next month. Trustee by—laws to be updated for July meeting.

## **Old Business**

**Expansion Project- Listening Session** - New group, different comments

-“Need handicap ramp for front of building” - we have the appropriate grade on current ramp out front

-Concern about vandals being attracted to the glass lobby in the new plan.

-Important for us to develop elevator speech to defend nay-sayers about “fancy lobby”, and what are we getting for \$3M.

-Another person mentioned modern exterior might not fly

-Another suggested plan be put on town website- not ready yet

-Many warrant articles up at same time as us

-Consider library/rec complex with Rec Dept on Elm St.

**Knock Knock** write up/proposal from Meredith was discussed and info. was clarified by Lexi. Motion made by Judy to hire Knock Knock for (1) year to manage the Library’s Facebook Page (\$4800), plus an additional amount NTE \$300, to be used for boosting posts. Funds to come from Trustee fund. Janet second, all in favor.

Construction Management contract sent to 2 law firms for initial response on contract review. Motion to hire Hinckley Allen to review the contract made by Lynn, funds to come from Trustees Building fund, cost NTE \$2500, second by Jennifer, all in favor.

Lexi brought up NH Library Development Services (through State Library) as a possible aid in our endeavor.

Fundraising- Opportunities for naming sections, buying bricks outside

Need: Fundraising Committee, Building Committee, Marketing Committee

## **New Business**

Town Barbecue coming up in June

NHLTA 2019 Spring Conference & Annual Meeting, Wednesday, May 29<sup>th</sup> in Manchester, 8am-3:30pm.

Municipal Trustees Training, NH Municipal Assoc., Thursday, June 6<sup>th</sup> in Concord, 9am-3:00pm.

CIP response for 2020 is due June 4<sup>th</sup>.

Facilities- Possibility that custodial dept. will need to hire a part time person when the library is expanded and there is more traffic into the building.

### **Next meeting June 18<sup>th</sup> 6:30**

7:50pm - Lynn moves to end Public Session and go into Non-Public Session Under NH RSA Section 91-A:3, II(b), seconded by Shirley, all in favor. Lexi and cameraman depart meeting.

7:57pm- Motion to leave Nonpublic session and go back to Public session made by Janet, seconded by Lynn, all in favor.

Close meeting at 7:57pm

RESPECTFULLY SUBMITTED,

Sarah Philbrick Sandhage