



Board of Library Trustees Meeting Agenda

Tuesday, July 16, 2019
6:00pm

1. Call to Order 6:08pm

Present:

Staff: Trina McLenon, Betsy Solon, Katie Ondre and Mary Ann Shea

Trustees: Shirley Wilson, Lynn Coakley, Chris Costantino, Judy Gross, Kathy Parenti, Jennifer O'Brien-Traficante;

Guests: Jason Lacombe- SMP, Brian Laborbrara-SMP Scott Cornett, Pete Basiliere- Library Dev Fund, Joe Traficante-Library Dev Fund, Lexi Casale-Friends, David Baer - General Superintendent, Milestone Engineering & Construction

Excused: Janet Hromjak

2. Old Business

- a. Library Expansion Project: Jason LaCombe, SMP - Presented & discussed latest design-interior/exterior & parking lot, video forthcoming, along with budget, scheduling and phasing.

7:19PM Regular meeting- Pete, Trina, Katie, Jason, Brian, Dave, Joe and Mary Ann excused themselves.

- b. Scott Cornett - Update on Construction Management Contract
Letter Agreement drafted for Preconstruction agreement w/Milestone. Approved, pending typo correction, on a motion by Shirley, Lynn 2nd, all in favor. Our lawyer has a lot of revisions to the AIA Contract. Current two-page agreement will suffice until contract accepted.

Scott Cornett excused himself.

- c. Strategic Plan (tabled from April 16, 2019) – Approved at the June meeting.
- d. Library Policy Review-Fines & Rates Schedule Policy six-month review of pardoning children's fines; discussion of that impact on the budget. Since the temporary removal of fines for Youth materials, the fines income is now down nearly 30% for the first 6 months of this year, compared to last year. Discussion on barrier to library services and alternate revenue sources. Passports up nearly 30% compared to first six months of last year. Judy motions to rewrite policy, cancelling fines permanently for all Children's and YA materials, Lynn 2nd, motion passed 4-2.

3. **Regular Reports** Review and approve minutes from June 18, 2019 meeting - Motion by Jen, Shirley 2nd, all in favor.
 - a. Treasurer's Report for June 30, 2019 - Reviewed and accepted.
 - b. Acceptance of Donations through June 30, 2019 on a motion by Chris, Lynn 2nd, all in favor.
 - c. Director's Report:

DIRECTOR'S REPORT

July 16, 2019

LIBRARY STORY OF THE MONTH

Libraries transform lives. Let me tell you how one of your Milford neighbors experienced this first hand: **Auto mechanic in car accident, lost ability to read, borrowed favorite TV series' from library and other DVDs. He is interacting a lot with the staff, describing the covers of the DVDs since he can't tell them what the titles say. He is blossoming.**

PROGRAM HIGHLIGHTS

Summer Reading, "A Universe of Stories", is fully underway. Readers of all ages are logging their hours. Each star cutout that you see displayed on the walls represents 1 hour of reading and creates a terrific visual – we can't wait 'til the stars reach the front desk! **Over 800 stars!!**

FACILITIES

We continue to have trouble with the air conditioning system - 2 more repair events are in process of being scheduled. The moveable shelving has arrived and been installed. Len Harten is doing a great job keeping the restrooms and lobby areas clean. Jeff has been back at least once to mow! **Position posted yesterday for new "Building Services" position. Also need to fill custodian position- will be for 15 hours per week. Sun-Thurs. 3 hrs/day.**

Key broke in bathroom lock. Current bathroom locks will be replaced with new ADA compliant locks saying "vacant" and "not vacant". No more key borrowing. Hiring for morning page and for 2 weekend pages, as a few of ours are leaving for college.

Betsy to check into request from Granite Town Media to use NH Room to film an interview. No details yet. More info. needed.

OTHER NEWS

We have started a list of possible 5-6 word messages for the folks at Knock-Knock to use for their Facebook update. Please add your suggestions to the white board in the staff area behind the circulation desk.

Respectfully Submitted,
Betsy Solon

4. Public Questions and Comments - None

5. New Business

New Building Services Specialist Position- Description written up by Betsy was discussed. Motion by Lynn to adopt new position/description, Shirley 2nd, all in favor.

6. Close Public Meeting at 8:12pm

Next Meeting: August 20 2019, 6:00 pm w/SMP