

Board of Library Trustees Meeting Minutes Tuesday,
August 20, 2019 Worksession 6:00 pm - Regular Meeting 7:30pm

Worksession- Library Expansion Project 6:00pm

Present: Janet Hromjak, Jennifer O'Brien-Traficante, Lynn Coakley, Shirley Wilson, Sarah Philbrick Sandhage, Judy Gross, Kathy Parenti, Betsy Solon; Jason LaCombe, Brian Laborbrara and Anthony Mento from SMPArchitects; Lexi Casale from Friends of the Library; numerous community members

SMP presented their latest plan w/flythrough of the building, and 2D views from all angles of the exterior. Discussion re:

- Informing and engaging/educating the public via informational materials (that Lexi is working on), directing people to the website and a call to action;
- SMP is moving toward a hard budget number for Sept. 17th Work Session/Trustees meeting, and a big reveal;
- Next: Budget talks with SMP and Milestone, Prep for presentation to Selectmen by Trustees

What organizations should we consider going to with our materials? So they spread the word?

< Lions Club, Garden Club, Rotary, B&G Club, Teacher's Assoc., school open houses, Recreation Dept., residents of assisted living and Granite Square type apartment housing- both have meeting rooms for presentations.>

How do we get to working parents? people who don't get involved with organizations?

Discussion re. Fundraising Committee and people to ask for donations, naming opportunities within the library project, ie. meeting rooms - contact Lexi with names

Discussion re. presenting the figures up front. Chief Flaherty suggests using exact number, not round numbers. Make sure everyone knows how much money we already have toward the effort.

How does this expansion help in planning for the future? Have answers to the "location" questions re. moving the library to another site;

Get approval from all boards via presentations Can we contact SNHU and

local school curriculum depts. regarding engaging marketing students in our effort?

Worksession concluded at 7:50pm

Trustees Meeting Called to Order 7:57pm

Gloria Schooley joined us- possible new alternate trustee

Edits of last month's minutes were reviewed and approved on a motion by Lynn, second by Janet, all in favor.

Treasurer's Report for July 31, 2019 reviewed and approved, and acceptance of July donations approved, on a motion by Shirley, Judy 2nd, all in favor.

DIRECTOR'S REPORT August 20, 2019

LIBRARY STORY OF THE MONTH

Libraries transform lives. Let me tell you how one of your Milford neighbors experienced this first hand. This month: A veteran with very little computer experience came to get help using a computer, got assistance from library staff, completed forms for his benefits online.

STAFF NEWS

Once again, the Library has been a happening place this summer and staff members have worked tirelessly to bring great customer service to each and every library visitor. Summer Reading statistics are being prepared for the next Trustee meeting, but in the meantime I'd like to commend our fantastic staff for all of their

efforts in bringing the joy of reading to the Milford community. Every paper star displayed on the walls of the library represents one hour of reading – I can't wait to hear the final total!

We will be adding 3 library pages to our team this week as we continue the search for an evening custodian and a daytime building manager.

Katie Spofford will be presenting at the Fall YALSA (Young Adult Library Services Association) Conference, while Kim Gabert will take on the role of NHLA Treasurer. We're proud that our staff is able to give back to the NH library community.

PROGRAM HIGHLIGHTS

We are partnering with the Supervisors of the Checklist to hold another voter registration event on September 24th from 4pm-6pm (it's National Voter Registration Day!)

We're starting a new book group called "Books and Brews" for the 20-30 year old crowd. The plan is to meet at a local establishment on Sunday afternoons, where a book discussion will be moderated by our new Reference Librarian, Jane Martina. Another new book group is also forming this Fall thanks to one of our patrons (Linda Higgs). The new group will be called "Talking About Race," and will feature titles and discussions about race.

Acoustic Café will be undergoing another transformation this year. With the arrival of yet another weekend music venue to the Oval (Zingers), we have opted not to compete with local businesses but to offer a free Sunday afternoon café series to our patrons instead. The first concert will happen on Sunday, November 3rd at 2pm. It will be held under the big arched window. The Story Time Festival to celebrate

diversity has been rescheduled from September 8th to April 19, 2020 (during "Celebrate Diversity Month").

Monday at the Movies continues to be a popular program, and this summer we not only saw Senior Citizens at the films, but also drew in some teens and families.

Both the YA and the Children's staff will be partnering with the Boys and Girls Club this Fall.

FACILITIES We needed several more AC repairs this month but were still able to open

as a cooling center during the July hot spell. Peniel will be here on August 15th to remove the asbestos glue from the former Childrens' Supply Room. Railings will be installed the week of August 19th along the walkway outside of the Children's Room.

I attended the Parking Lot Facilities Committee meeting on July 30th along with Shirley. Some of the attendees requested that we change our large (old) white signs to make it more clear to the public when non-library parking is allowed. (To be discussed at Trustee meeting.)

We acquired some 2 desks, 4 chairs and a table from the Fire Department. They are currently being stored in the garage (but we have plans for all of the items!)

Jeff continues to mow each weekend and will be available to train our new hires.

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- Many thanks to Pete Basiliere, who arranged for a second 3D printer to be donated to our library.
- On Saturday, August 17th the Milford Masons will serve breakfast to support the Library's Summer Reading Program. BIG SUCCESS!!
- The new statewide ILL system is getting closer – we should be going “live” early in the Fall
- Staff is busy preparing for the Labor Day Parade – Trustees are welcome to march along!
- NHLA is partnering with ALA to provide information/welcome packets about NH Libraries to all presidential candidates and to the media who visit the state before the 2020 primary election. Included in those packets will be something printed on Wadleigh's 3D printer!

Respectfully
Submitted, Betsy
Solon

No Public Questions or Comments

Old Business

Library Policy review - By laws and Meeting Room* policy next month, *Staff recommendation based on recent requests for rooms; many changes need to be made.) Shirley and Betsy to attend Hooksett Library Sept. 12th 8:30am policy-writing seminar.

Library Expansion Project: Knock Knock will be responsible for all Facebook content submissions. No staff input.

--Phone meeting Thurs w/Knock Knock: Betsy, Judy, Kathy to iron out expectations

Any other Old Business * *Marketing group is to push building project, not deal with library programs - that is handled by staff, but thank you for enthusiasm and ideas

- Also, staff cannot be doing any electioneering - point people to the bulletin board and website
- Can't use library money for anything to do with the election - signs etc.
- CIP review in the next 2 weeks. Lincoln said he would put us toward the end of the meeting - NEED BUDGET

New Business

Parking sign changes - Betsy and Shirley went to the parking garage meeting, and people brought up verbiage on our old signs that say

“parking allowed during off hours for public events”. We are going to ask DPW to take them down, and think about new verbiage.

Close Meeting

Confirm Date and Set Agenda for Next Meeting (September 17, 2019, 6:00 pm) - Project Budget meeting at that time

*Hazen's last day -thanked him for his work as cameraman - good luck at college!

Motion to adjourn made by Janet, Lynn 2nd, all in favor - 8:29pm.

Respectfully submitted,

Sarah Philbrick Sandhage