

Wadleigh Library Trustees Meeting Minutes

September 17, 2019

1. CALL TO ORDER

The meeting began at 6pm.

Attending: Brian Gehris (Milestone), Austyn Shae (Milestone), Anthony Mento (SMP), Lynn Coakley, Jennifer O'Brien-Traficante, Shirley Wilson, Kathy Parenti, Judy Gross, Janet Hromjak (remote), Scott Cornett (Building Committee), Gloria Schooley (incoming alternate trustee), Betsy Solon, Lexi Casale (Marketing Committee). Absent: Sarah Sandhage, Chris Costantino, Laura Dudziak

2. EXPANOVATION

Library Expanovation Project: Brian Gehris presented a 15-page draft budget for the current proposed renovation/expansion project. Together, the group reviewed the 16 divisions of costs, ranging from sitework to masonry to mechanical and electrical (and more). Brian identified opportunities for possible savings. There was discussion about in-kind donations from local vendors, and the hiring of local contractors for the project. At this stage in the process, the task at hand is to evaluate the costs against the priorities of the Trustees for the project, and reduce the construction budget total from \$3.6 million to \$2.3 million. This is necessary in order to stay at or below the \$3 million overall project limit.

Brian Gehris will obtain more detailed breakdowns of bids from some of the subcontractors, Anthony Mento will provide exact square footage info to Scott Cornett and upload the current budget drawing set to the project Dropbox.

Betsy and Kathy will be meeting with the Milford CIP committee on September 18 to provide an update on the scope of the project. They will inform the committee that the Trustees have \$500,000 to put toward the project at this point. The Trustees are working to bring the budget as close to \$3 million as possible while meeting the essential needs of the library.

The Trustees will meet on Tuesday, October 1 at 6pm to discuss which items can be pulled out of the budget, and will meet again with Milestone on Tuesday, October 15 at 6pm to revisit the budget with the goal of reducing it.

Set date for next public session: The date for the "Public Reveal" session will be at the end of October. Kathy Parenti will check with the Town Hall schedule for availability of rooms. Invitations will be included in the email templates (see below) to maximize attendance at the session from as many different community groups as possible.

Marketing Committee Update: Lexi Casale announced that the group is meeting every other week. Current committee: Gloria Schooley, Sandy Wheelock, Claire Holston, Bill Parker plus a couple of prospects. Lexi presented email template for marketing members to customize and send to community organizations they have relationships with to gain their support. She has also developed a marketing

timeline defining month-by-month activities leading up to the vote. The group discussed ideas about sponsorship tiers for financial and in-kind donations.

Next Marketing Committee meetings at 6pm: September 18, October 2, October 16.

Upcoming events related to Expansion

- Budget Committee Tour of the library on October 19 or 26th
- Saturday, November 16 Budget Committee Meeting
- Warrant article due by January 10, 2020
- January 21, 2020 Town Budget meeting on Warrant Articles
- Deliberative Session, February 1, 2020 with snow date of February 8

3. OLD BUSINESS

Library Policy Review: Lynn made basic updates/edits to By-Laws to reflect current, actual practices and contemporary language. Relevant RSAs added to support sections related to secretary and responsibilities of town to finance public library. Motion to approve By-Laws as presented with amendments. Shirley/Jen 5:0

Meeting Room Policy: Shirley and Betsy attended NHLTA training session on meeting rooms and expanded the current policy. Highlights: liquor license required if serving wine and increased signature requirements to ensure that the users acknowledge reading the entire policy. Betsy is having Fire Marshall establish occupancy limits per room. We cannot regulate room reservations based on content and we do not allow for-profit groups to utilize the room. There is a requirement that meeting room users to live in Milford or be a Wadleigh Library card holder in good standing. Library-sponsored programs always take precedence for reserving meeting rooms. Updated policy to be presented to Board for review and approval at October meeting.

Next month: Mission and vision statements of the library, which can be found at Wadleighlibrary.org/about-us/strategic-plan. This will complete review of the policies of WML. Wahoo and big thanks to Janet for shepherding us through this process!

Gloria Schooley introduced herself as someone who taught in the Milford School system for 35 years and who has lived in Milford since 1979. She would like to “give back” and declared her support for our work. Trustees can appoint Gloria as alternate trustee through end of current term (March, 2020) and then reappoint. Motion to approve Gloria Schooley as new alternate trustee. Jen/Shirley 5:0

4. PUBLIC QUESTIONS AND COMMENTS

None

5. REGULAR REPORTS

August Meeting Minutes: Edits discussed. Motion to accept minutes as amended and reformatted. Lynn/Shirley 5:0

Treasurer's Report: Motion to accept \$49 in donations for August. Shirley/Janet 5:0

Director's Report (see end of document): Asbestos remediation is needed downstairs in basement near book sale area. Cost is about \$7k. When the asbestos tile is removed, some kind of flooring will need to replace it in the public access hallway so that it is safe to walk on. The group decided to wait until after the vote.

6. NEW BUSINESS

New railing by Children's Room: Pricing doubled because of new walkway height. Overage \$2500. \$1000 donation plus \$1500 from Regular Fund assigned to pay this bill. Motion made to pay \$2500 for new children's railing using \$1000 donation and Regular Fund funds. Jen/Lynn 5:0

Front walk snow removal: Suggestion to close the two sloping front walkways up to the stairs during inclement weather for safety. Walkways become icy in the winter and are hazardous. Steel posts will be planted before the ground freezes to which the signs can be attached.

Flooring for basement office: Quote for flooring to cover concrete is \$560. Motion to allocate up to \$600 out of Regular Fund for flooring in the asbestos remediation area. Lynn/Shirley 5:0

2020 Budget Town Appropriations: The 2020 Budget was reviewed and no changes were made by the trustees.

Co-Chair/Vice Chair Position: Someone needs to step forward to assist Kathy – the group with think about it and discuss at next meeting.

7. CLOSE MEETING Next meeting 10/15 at 6pm, 10/1. Meeting adjourned at 8:55pm.

Respectfully submitted,

with acknowledgement of and gratitude for a great Board, Director and Staff,

Judy Gross

DIRECTOR'S REPORT

September 17, 2019

STAFF NEWS

Sue D. and Jane M. have completed passport acceptance training so we now have 8 acceptance agents on staff. I attended the Meeting Room Policy workshop along with Shirley Wilson on September 12th. We hosted visitors from Innovative (our software vendor) on September 10th and assisted with the Milestone site visit on 9/4. Three new library pages and a new custodian joined the library team in September and are settling in quite well. We have need for a Sunday afternoon circulation desk worker and will be reopening the Building Services Worker position. Diana LeBlanc has agreed to come out of retirement and join our substitute call list beginning in October, so that will help with the fall schedule. Congratulations to Katie S., who will be presenting at the NH YALS (NH Young Adult Librarian Services) conference and to Letty S., who is leading the CLNH (Childrens Librarians of NH) conference. We are proud that our Milford staff gives so much back to the NH Library community! Seven staff members will be attending workshops and conferences in October and we are preparing for Staff Development Day on Oct. 11th.

PROGRAM HIGHLIGHTS

The Children's Staff visited the Jacques School ice cream social and registered over 70 new library card holders. School visits, Fall story times and after school programs are in full swing. The new Pokémon Club brought in over 40 people! We will hold a new voter registration event on September 24th and will celebrate Banned Books Week beginning September 22nd. The Dr. Who Fan Club is moving to Sunday afternoons, as is the Acoustic Café concert series. Our first musical performance will be held on November 3rd at 2pm featuring Rich Araldi on the vibraphone. The Wednesday Mahjong group is expanding, so we purchased 2 more card tables for the Keyes Room. The Teen and Children's Departments have partnered with the Boys and Girls Club and have some exciting Fall enrichment activities planned, including some work with the 3-D Printers. Summer Reading statistics are completed (see attached report) and staff is already beginning work on next Summer's activities. Last but not least, the AARP Tax Assistance program has been scheduled for 2/4/20 through 4/14/20.

FACILITIES

The asbestos abatement of the tiles in the former supply room has been completed and the room has been repainted. We are in the process of scheduling new flooring for the room, which will become an office for the Facilities department. During the walk-through with Milestone and SMP on 9/4 it was determined that we should plan to remove the final area of asbestos tile before the Expansion so that item does not become part of the project budget. The current quote we have for that abatement is approximately seven thousand dollars.

On August 20th the security camera software vendor made an update that removed our ability to view the cameras remotely from our library computers. We have an open work order with One

Source Security, so there will be no charge for having their technician in once the software bugs are worked out. We still have the ability to monitor the cameras from my cell phone and from the main console in the Electrical Room, but are anxious to return to full functionality.

Our new evening custodian, Kevin Dumont, has been working hard to catch up on cleaning areas that were neglected over the summer. Jeff continues to mow and take care of the grounds on Saturdays as we continue to search for a Building Services Worker.

OTHER NEWS

Our library float took 3rd place in the Labor Day Parade! Many thanks to the volunteers and staff who worked all weekend to make the float possible.

The Library is scheduled to meet with the CIP committee on September 18th at 6:30pm. I will attend with Kathy to present the Expansion project.

The 2020 Budget hearing will be held at the Police Dept. on Saturday, November 16th. The Trustee Chair(s), Library Treasurer and Library Director typically attend this event.

Chris Pank, Chair of the Budget Committee has requested a library tour for the committee on either October 19th or 26th.

We've been seeing a large uptick in teen patrons after school and many new faces in the early evening hours. Staff resurrected the library Twitter and Instagram accounts several weeks ago and we are adding our marketing slides to Granite Town Media and to the Town Hall "tv", so something is working!

Respectfully Submitted,

Betsy Solon