

Wadleigh Memorial Library Board of Trustees Meeting

Tuesday, January 21, 2020 6:30pm

1. Call to Order 6:30 Present: Kathy Parenti, Jennifer O'Brien-Traficante, Gloria Schooley, Chris Costantino, Lynn Coakley, Shirley Wilson, Sarah Philbrick Sandhage, Lexi Casale (Marketing Committee, Friends of Library), Laura Dudziak (Board of Selectmen), Betsy Solon (Library Director), Lincoln Daley (Community Development Director). Janet Hromjak (Trustee) and Anthony Mento (SMP Architecture) via phone.

2. Parking Discussion

Lincoln Daley - Community Development Director - Discussion re. Municipal Parking lot plan, and initial design concept developed by engineer. \$250K project does not include lighting, landscaping. Does include engineering, stormwater mgmt, construction of lot and paving.

Ledge discovery and additional grading, drainage issues-all remains to be seen. Possible loss of parking spaces and existing trees. Anthony says onsite infiltration of water may be required.

Anthony thinks parking should be a separate warrant article next year, not added to library warrant. If it passes in 2021, it can easily be folded into library project during construction.

Scott Cornett's rough estimate of the whole project is approx. \$350-400K.

Can we have a dually supported Warrant Article? This is not our project. Very last minute. Would Selectmen change their votes?

Motion to add parking lot plan to our warrant article made by Lynn, seconded by Shirley. 3-Yes, 4-No

Meeting w/Selectmen - plan on getting on their regular meeting

agenda Monday 27th. Special trustees meeting 28th 6:30 pm at library.

3. Public Questions and Comments

Aaron Kaplan from A&D Computer asked about how many current spots we now have for parking. What will parking lot policy now be? He thinks we should 1) have a policy in mind when we go speak to Selectmen 2) ask merchants and taxpayers for support. 3)We should do this before the school warrant comes up in 2021.

New lot would be for "town and library employees only" during business hours.

No way to enforce it still. Who will maintain it?

4. Expanovation

a. Marketing Committee Update- Lexi: Roadshow calendar coming out; brochures, bookmarks, lawn signs coming out (ready for Delib Session, election day). Jen is meeting w/Wade from Milford Residents page re. content allowed, does Knock Knock contract end? Betsy will check. Pay to boost FB posts? No

b. Add SMP budget estimate and engineering site notes to the website and Expanovation page. Also Naming Opportunities list, and list of items already paid for by Trustees. Betsy will do.

c. General updates

Podcast- 98 listeners so far, add link to Podcast on websites.
BAC- Kathy and Lynn went to last meeting, will go again tomorrow.
Budget and Bond hearing- Went well, lots of supporters there, brief
Presentation, BOS voted against 2-Yes, 3-No

d. Schedule for library table at the primary election February 11, 2020

Kathy will bring laptop or digital picture frame to loop fly-through
during election hours.

5. Old Business

Asbestos removal update- need new flooring, can't use area downstairs. Betsy will call
flooring companies for quotes.

6. Regular Reports

- a. Treasurer's Report for December 31, 2019 - Reviewed
 - i. Acceptance of Donations through December 31, 2019 -
Motion by Shirley, seconded by Jennifer, all in favor.
 - ii. Acceptance of Gift: Motion by Kathy, seconded by Jennifer, all in favor.
 - ii. Year end budget
- b. Director's Report-

DIRECTOR'S REPORT January 21, 2020

STAFF NEWS Children's Staff have added 5th Grade visits to their schedule and will be working with the high school at the Steam
Night program later this month. All NHLA, NELA and ALA memberships have been renewed for 2020. All passport agents have been
recertified and almost everyone has completed Primex's "Slips, Trips and Falls" course. Department Heads are busy assisting with the
2019 statistics and annual reports and with setting goals and schedules for their team members. The Performance Evaluation process
will begin in a few weeks.

FACILITIES The final area of asbestos was abated on January 6th and 7th. Now the exposed areas need to be covered with a material
that will fit in with the planned Expanovation. As a result of the asbestos project, the Lower Conference room is currently unavailable
and the Book Sale is closed and emptied of materials. Once the new flooring is in, the Book Sale area will be re-established.

- The NH Room was remodeled by Andrew, Jeff and a volunteer just after the New Year and now presents a meeting room that can
hold up to 20 people.
- The flagpole spotlight sensor was replaced and a new flag was installed.
- Several parking lot signs were destroyed by DPW plows, so Andrew is working on replacing them. The Nashua Street
parking lot sign is being redone to show the library name and address instead of being removed. A new message sign will replace
the upper metal one.
- A water meter horn was purchased from the Water Department and will be installed soon.

- The wiring project (moving all of the servers out of Tech Services and into the Electrical Room had an unintended consequence – we lost the PA System! Kim will work with Bruce to address the issue this week.

PROGRAMS Children’s programs have been booming this month. We think the combination of public presentations about the Expanovation project, our partnership with Milford Thrives and the current renovations happening in Amherst have all contributed to the increase in participants. Monday at the Movies has also seen an increase in attendees and the Teen after-school programs are mobbed (we really need a teen room!) On Wednesday 1/22 we will offer a program about EBAY at 6:30pm.

OTHER NEWS

- Our Passport facility recertification paperwork has been filed with the U.S. Dept. of State. We processed 936 applications in 2019 so staff has set a goal of 1000 for 2020. We can do it!
- Annual Reports will be submitted to the Town this week and the NH State Report will be due in March. Thank you to Shirley for writing the Trustee “blurb!”
- Here’s wishing you all a great 2020

Respectfully Submitted, Betsy Solon

c. Town report update- Trustee portion written by Shirley, Betsy will submit to Town tomorrow.

7. New Business

Trustee Bylaws - Jen spoke about reviewing them and updating them. Will be put on April agenda.

8. Close Meeting

- a. Confirm Date and Set Agenda for Next Meeting (February 18 - 6:30 pm)
- b. Deliberative session - Saturday, February 1, 2020 9am-done
- c. Primary election - February 11 6am - 8pm
- d. NHTL Spring Conference - Grappone Conference Center, Concord
Tuesday, May 12, 2020 8am - 3pm

Go into non public session at 8:51pm. Motion by Lynn, seconded by Shirley, all in favor.

Respectfully submitted,
Sarah Philbrick Sandhage