



Board of Library Trustees Meeting Minutes

Tuesday, September 15, 2020 6:30pm

This meeting was held online via "Zoom" pursuant to NH Executive Order 2020-04, Section 8 and NH Emergency Order #12, Section 3.

Start here:

1. **Call to Order** – Opening Statement and Roll Call

The following statement was read aloud by Kathy Parenti:

"Good Evening, in coordination with the Board of the Library Trustees, I am declaring that an emergency exists and we are invoking the provisions of NH RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with that determination, we also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, we also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Board members should silence, turn off and/or set aside their cell phones since any texting by them during this meeting may be subject to the Right-to-Know law. We ask that no one uses the "chat" feature of Zoom. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. This meeting is being recorded for placement on the Town website. Please note that all votes that are taken during this meeting must be done by Roll Call vote.

Roll Call attendance:

When each member states their name, also please state whether there is anyone in the room with you during this meeting, required under the Right-to-Know law.

Lynn Coakley: **present**

Chris Costantino: **present**

Janet Hromjak: **present**

Jennifer O'Brien-Trafficante: **present**

Kathryn Parenti: **present**

Jennifer Siegrist: **present**

Shirley Wilson: **present**

Laura Dudziak, BOS Rep: **present**

Betsy Solon, Director: **present**

2. **Regular Reports**

DIRECTOR'S REPORT

September 15, 2020

GENERAL NEWS

Curbside services and craft kits for all ages continue to be immensely popular. We began "Grab and Go" appointments on Sept. 10th and are quickly filling up appointment slots for the next few weeks. So far everyone has been willing to follow our safety protocols and time limits. We continue to quarantine returned items for 3 days (in the former book sale area) and have acquired

enough cleaning supplies and sanitizer to get us through the rest of 2020.

PROGRAM HIGHLIGHTS

The book groups (adult and youth) have begun meeting outdoors in our new programming space and attendees are thrilled to be able to discuss things in person. We've begun a Thursday afterschool Teen program which will also be meeting outside in the "pen." We'll be offering 3 Humanities-to-Go programs over the next few months – all will be aired online so folks can attend from the comfort and safety of their own homes.

FACILITIES

The parts for the Children's Room A/C unit finally came in and were installed. Andrew continues to replace the front stairwell treads as time permits. He walked through the building with Brian from Milestone and several electricians to evaluate the lighting and electrical improvements that are needed in the near future. We had an issue with the computer system UPS Backup unit over the course of several weeks: every night something caused a power surge (we think it was the A/C system kicking off) which then shut down the UPS unit so that each morning staff had to scramble to get the internet and computers up and running. Bruce replaced the battery in the unit and things have been good so far. Further proof of how intertwined all of the systems are here in the building.

OTHER NEWS

I attended the CIP committee meeting on September 2nd and am waiting to hear when the Library is scheduled to present to the Budget Advisory Committee. We have signed up to create 3 scarecrows for the Milford Scarecrow Festival and plan to install them on the front lawn by October 14th. The 2021 Budget hearing will be held at the Police Dept. on Saturday, November 14th. The Trustee Chair(s), Library Treasurer and Library Director typically attend this event. NHLTA Virtual Roundtable for Trustees on Library Reopening - September 22nd 2:00 pm – 3:00 pm. Registration Deadline: Friday, September 18 at Noon. To register, please click on the link: <https://nhltrustees.wufoo.com/forms/nhlta-virtual-roundtable-for-trustees-z147fkoz0vh7ujx/>

OTHER

- The library is open by appointment and that is going very well.
- Book groups have been meeting outside in the programming area.
- We are having issues with our outdated Wi-Fi. Bruce will install new equipment next week.
- NHLTA roundtable for Trustees on 9/22. Shirley Wilson is signed up.
- Budget hearings will be in person. Budget increases for downloadable materials which are based on usage and the GMILCS consortium dues are going up; however, there will be less than a 1.5% overall increase.
- Director Solon will be on vacation next week.

Review and Approval of Minutes from 8/15/20

Lynn Coakley motioned to approve the minutes from 8/15/20 as presented. Jenifer Siegrist seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O'Brien-Trafficante: **Aye**

Jennifer Siegrist: **Aye**

Shirley Wilson: **Aye**

Chris Costantino: **Abstained**

Review and Approval of Minutes from 9/1/20

Janet Hromjak motioned to approve the minutes from 9/1/20 as presented. Shirley Wilson seconded the motion for discussion. The minutes were tabled to the October meeting.

Treasurer’s report for 8/31/20

Lynn Coakley presented the report stating that we started collecting fines again and revenue is coming in.

Donations received:

In memory of Bill Stokes	\$ 50.00
Donation jar (building fund)	<u>\$ 62.00</u>
	\$112.00

Jennifer O’Brien Trafficante motioned to accept donations in the amount of \$112.00. Chris Costantino seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Chris Costantino: Yes	Janet Hromjak: Aye
Kathryn Parenti: Aye	Jennifer O’Brien-Traficante: Aye	Jennifer Sigrist: Aye
Shirley Wilson: Aye		

3. New business

Awning over door

There was discussion about the effects of weather at the doors during winter months for curbside pick-up. Director Solon will do more research and bring recommendations to the October meeting.

Other New Business

None.

4. Public Questions and Comments

Director Solon introduced Katrinka Pellecchia of NHLTA who announced that the **Wadleigh Memorial Library was selected as NHLTA Library of the Year**. The selection team was very impressed with our application and all the programs, including the afternoon movies for an underserved population. Congratulations to the Director, staff and Trustees. The library will receive a plaque and there will be a celebration in October/November.

Director Solon stated that we were selected out of 254 libraries in the state and it was really based on our relationship with the community. Tomorrow we will post a banner as part of the public announcement. This is fantastic for the town. We will coordinate with the NHLTA on the celebration planning and press releases. Get your pride on!

Director Solon noted that the Board of Selectmen were very supportive in our application for Library of the Year and we should advise them of our award at their next meeting. We will also invite the Select Board specifically to the community celebration.

5. Old business

CIP submission update

The CIP committee requested that the Trustees submit a breakdown of repairs and/or renovations for the next five years.

The Trustees can go through the Expansion plan with Milestone to break out the needed repairs and costs, then rank by priority. Milestone has already brought in an HVAC contractor and an electrician so they are leading the process for us at this time. They will be able to assist with ballpark costs. We all know that it will add up to more than the \$3M for last year's warrant article and maybe we could show the two parallel courses. The Trustees are not in favor of re-submitting the full plan again even though the CIP ranking criteria has changed or putting two plans forward which would be confusing for voters. As discussed previously, the Trustees will submit a warrant article for the HVAC and keep it under \$1M. We will always be competing with other town needs so we need to keep the plan fluid but be as cost effective as possible during these difficult economic times.

1. HVAC system; it is a major issue and will be going on the March ballot in 2021. We have been doing patch repairs for many years now. Parts are very old and difficult to repair. We've had two instances of flooding this year and the ceiling is falling down, all due to the HVAC system. The system cannot switch between heat and AC and patrons may remember last fall when we couldn't turn the heat off and it was stifling in the building. There is also no way to bring in fresh air into the building and no filtration system. A new system would circulate the air and include ultraviolet light to control airborne infections.
2. Plumbing; to include repairs to the upstairs unusable bathroom, replace the pipes and service lines which are now below sea level and possibly rough in a bathroom in the children's area.
3. Circulation desk relocation; vital to the efficiency of the library, better staff utilization and patron safety.
4. Electrical repair; to include 3 new panels plus new wiring. We should have the electrician's report before the next Trustee meeting. There may be grants available for lighting that we could do on our own and would save money with energy efficiency.
5. Parking; work with the town for costs and plan.

The construction aspects of the Expansion project should still be kept in our goals. The teen room and children's room renovations, meeting spaces, bathrooms, and staff needs did not become any less important just because the warrant article didn't pass. They are all still needs. We also need to remember there were a lot of people who supported the Expansion. Discussion on how to reframe and refocus fundraising efforts followed. Suggestions included estate planning/giving, sponsorships, promotional materials, raffles, auctions and other online events. People who are interested in improving the library could participate in a variety of ways that are affordable and enjoyable. Maybe it's time to resurrect the fundraising committee and make it a subcommittee of the Trustees.

The Friends of the Library, under normal circumstances, handles general fundraising and sells commemorative items.

There was discussion on how to pay for HVAC repairs if the warrant article were to fail. Some options would be to keep patching the system or close the building when the system is not functioning. There is also money in the Development, Trust or Building funds that could be used, but once we spend that money it is gone and there would be nothing left for emergencies. This is an old building so major spending of the building fund is not an option at this time; however, we can assess what we are willing to put towards the total project and then break it out by each component to relieve some of the taxpayer burden. We could also create a policy to annually assign a percentage or dollar amount limit for spending from the separate funds. We have a responsibility first and foremost to take care of the library and be fiscally responsible with our investments. It was noted

that the Trustees are also submitting a warrant article in 2021 to set up a capital reserve fund to build savings for future expenditures.

Library opening plan – subcommittee report

Director Solon said the opening has been going well and people are following rules and wearing masks. Patrons have come in to use the computers and for browsing appointments. They have access to the whole adult section and children's fiction and we have runners for any items they can't reach. We were not successful in eliminating curbside pick-up so we will keep running both curbside and appointments for our patrons. Staff was initially very nervous on the first day but all are comfortable now. Hearing the news of Library of the Year put things in perspective for everyone; we are here for the community and we are appreciated. We've been putting out craft activities for children, teens and adults and there has been a lot of interest from the community at large. We keep filling the basket.

We will try this schedule for 4-6 weeks and then depending on the status of the pandemic, expand the hours.

Bylaws

Proposed amendments:

Article 3: Membership:

Upon election **or appointment** to the Board, a member shall immediately be enrolled as a member of the New Hampshire Library Trustees Association and his / her dues shall be paid by the Board.

Article 6: Duties of Officers / Chair(s)

Prepares an agenda and presides at all meetings **or designates another Trustee to do so**. A brief discussion on the Vice Chair position ensued without any actions taken.

Article 6: Duties of Officers / Secretary

Records the minutes of all proceedings of the Board, distributing copies to all members and the Director after each meeting, placing one copy on file in the permanent records, and making one copy available to the public, **upon request**.

Article 7. Meetings

Trustees are expected to attend all meetings. Absence for three or more meetings in a calendar year, will, unless excused, be construed as a de facto resignation. Absences will normally be excused at the discretion of the Chair, by prior notice being given to either the Chair or the Library Director.

Absence for three or more **regular** meetings

Notices of meetings shall be posted publicly in two places.

Should this specify the Library website? Director Solon noted that the library website has been considered one of the two public places and all meetings are posted on the trustees' page, we also put in the newsletter and on our front door. We also post on the town website.

Action items:

Proposed revisions will be added to the bylaws and brought back at the October meeting.

Status of volunteer cards

Jenny Siegrist is working on the photos and will make ten (10) cards for the Trustees to sign.

5. Close Meeting

Next regular meeting scheduled for 10/20/20

NHLTA Roundtable 9/22/20;

Janet Hromjak motioned to adjourn the meeting at 7:59PM. Jennifer O'Brien-Trafficante seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O'Brien-Trafficante: **Aye**

Jennifer Sigrist: **Aye**

Shirley Wilson: **Aye**