



Board of Library Trustees Meeting Minutes

Tuesday, December 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** Janet Hromjak: **present** Jennifer O'Brien-Trafficante: **present**
Kathryn Parenti: **present** Shirley Wilson: **present** John Yule: **present**
Tracy Berube, (Alt): **present**

Chris Costantino, Alternate: **present**

Betsy Solon, Director: **present**

Laura Dudziak, BOS Rep: **present**

2. **Regular Reports**

Director's Report

Director Solon gave a verbal report this month. The college students are back which adds help for curbside. Our programs, although unusual and very different from prior years, are working great. We did a drive-thru craft pick up yesterday (25 cars), we've been doing subscription boxes which include books, crafts, and treats, and we are still doing book bundles for the younger readers. Things are going crazy, but well. We are getting all bills paid for year end and trying to keep staff happy and healthy.

Review and Approval of Minutes from 11/12/20

Lynn Coakley motioned to approve the minutes from 11/12/20 as presented. John Yule seconded the motion.

Roll call vote:

Tracy Berube (Alt): **Aye** Lynn Coakley: **Aye** Janet Hromjak: **Aye**
Jennifer O’Brien-Trafficante: **Aye** Kathryn Parenti: **Aye** Shirley Wilson: **Aye**
John Yule: **Aye**

Review and Approval of Minutes from 12/3/20

Shirley Wilson motioned to approve the minutes from 12/03/20 as presented. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye** Shirley Wilson: **Aye**

Treasurer’s report for 11/30/20

The reports were reviewed. Lynn Coakley noted that we received the annual donation from the Masons for the summer reading program. The Masons are very generous and the donation is very much appreciated.

Donations received:	
Summer reading	\$ 300.00
Donation jar (building fund)	<u>\$ 77.00</u>
	\$ 377.00

Janet Hromjak motioned to accept donations in the amount of \$377.00. Shirley Wilson seconded the motion.

Roll call vote:

Tracy Berube (Alt): **Aye** Lynn Coakley: **Aye** Janet Hromjak: **Aye**
Jennifer O’Brien-Trafficante: **Aye** Kathryn Parenti: **Aye** Shirley Wilson: **Aye**
John Yule: **Aye**

3. New business

Budget

After expenditures, we will have a surplus of approximately \$25K, mainly from unused payroll costs. Initial discussion was held at the special meeting on 12/3/20 to prioritize staff requests. The trustees would like to give back as much as possible to the general fund; however, there are some major ticket items that, if addressed now, would benefit the taxpayers.

Window repair

The window in the director’s office is leaking, but after speaking with Brian Gehris of Milestone, it was determined that the roof would have to be repaired first, which is where the leak is coming from. The window itself has not failed and should the warrant article pass, there may be some money available from the contingency line item to address the situation. The cracked window in the New Hampshire room has been cracked for some time now and will eventually become a safety hazard, but currently it is stable. Director Solon is working with Jamie Ramsey to obtain costs and municipal repair services.

Outdoor function tent

The event tent could be erected in the side area and used from April through October for programs. This would provide more space for distancing now, and if the warrant article passes, would also give us an outdoor venue for the public during the HVAC repairs. Costs range from \$2500 to \$5000 depending on size. The most efficient size for additional program space would be 20' x 30'.

Program tables replacement

Costs to replace the broken 6ft tables would be \$75-\$100 each from Amazon or \$100 from the actual manufacturer. We would ideally like to replace the six (6) existing tables.

Circulation desk reconfiguration

Remove the current circulation desk and replace with two (2) mobile desks that could be used now and then reconfigured when the library is fully reopened. The furniture would cost about \$7,000 each; however, staff could build for a better price.

Document scanner

A good document scanner would cost approximately \$1,000. It would be used for historical documents and archiving. We could discuss partnership with the Historical Society in the future.

Shirley Wilson made a motion, seconded by Janet Hromjak, to purchase or encumber the following:

- Programming tables up to \$600
- An event tent up to \$3,500
- Circulation desk reconfiguration up to \$14,000

Roll call vote:

Tracy Berube (Alt): Aye	Lynn Coakley: Aye	Janet Hromjak: Aye
Jennifer O'Brien-Trafficante: Aye	Kathryn Parenti: Aye	Shirley Wilson: Aye
John Yule: Aye		

New logo

There was an unsolicited request from a graphic artist to change the logo. The trustees entertained discussion on the pros and cons of replacing the logo and whether this a good time to rebrand or if it would be better to wait. There was consensus to revisit in April and possibly do a campaign to involve children and citizens. We should thank the artist for their suggestion.

Other new business

Unsolicited donation

David Harris, a local artist would like to donate a painting to the library. Director Solon will obtain more information on size and subject matter for the trustees to continue discussion in January.

4. Public Questions and Comments

There were no comments.

5. Old business

Warrant article submission

The Selectmen reviewed our draft materials last night and had no comments on the HVAC article but need a title for the capital reserve warrant article to identify how the money will be used. Consensus was to name it the Library Maintenance & Upkeep Capital Reserve Fund.

The amount of the warrant article for “the repair and replacement of the HVAC system and associated electrical and plumbing work” will be \$995,000. We don’t want the language to be confusing for the voters; however, we do need to explain that this cost is for the heating, ventilation, and air conditioning and all the associated electrical and plumbing costs required to install the new system.

There was discussion on building funds allocated for last year’s renovation and it was noted that we lost a lot of the money raised because the warrant article didn’t pass. It has also been the Trustees position from the onset that the money in the building fund be used for future enhancements such as a new building or an expansion. Ultimately, it is the responsibility of the Trustees to manage that fund judiciously. The trustees will contribute towards this project for expenses above the amount of the warrant article, should they be needed. We will also continue to do regular up keep on the building, in addition to what has already been spent on HVAC repairs and subsequent damage, asbestos removal, new carpeting, painting, etc.

Milestone will provide an itemized list with costs. Chris Costantino will work on drafting the language for the warrant articles.

Getting the word out

We need to convey that this warrant article will be for repairs and maintenance that needs to happen. The problems with the building didn’t go away just because last March’s warrant article didn’t pass. The library is a town facility, run for the benefit of the town and this warrant article is for maintenance of that facility. The Trustees will do a short presentation at the deliberative session and make sure to include a list of past and current expenditures for repairs and maintenance.

6. Non-public session

Jennifer O’Brien-Trafficante motioned to close the meeting at 7:45PM and go into non-public session. Lynn Coakley seconded the motion.

Roll call vote:

Tracy Berube (Alt): Aye	Lynn Coakley: Aye	Janet Hromjak: Aye
Jennifer O’Brien-Trafficante: Aye	Kathryn Parenti: Aye	Shirley Wilson: Aye
John Yule: Aye		

There were no comments from the Trustees regarding the non-public session.

7. Close Meetings:

January 19th – next regular meeting

Jennifer O’Brien-Trafficante motioned to adjourn the meeting at 8:00PM. Lynn Coakley seconded the motion.

Roll call vote:

Tracy Berube (Alt): Aye	Lynn Coakley: Aye	Janet Hromjak: Aye
Jennifer O’Brien-Trafficante: Aye	Kathryn Parenti: Aye	Shirley Wilson: Aye
John Yule: Aye		