



## **Board of Library Trustees Meeting Minutes**

### **Tuesday, February 16, 2021 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**

Jennifer Siegrist: **Present**

Shirley Wilson: **present**

John Yule: **present**

Chris Costantino, Alternate: **present**

Betsy Solon, Director: **present**

#### **Public present:**

Michael Thornton

Arene Berry, Milford Recreation Director

Andy MacEachern, Milford Recreation program coordinator

Lincoln Daley, Community Development Director

HL Turner Group, Jess Zurell - Marketing Manager

HL Turner Group, Dan Hall - Project Manager

Friends of the Library, Jill Langelier

Friends of the Library, Carla Boudreau

## 2. New business

### a. Community Center Discussion

Lincoln Daley, Arene Berry, and representatives from H.L. Turner Group gave a presentation on the options and opportunities for the proposed community center at 127 Elm St and Keyes Memorial Park. The purpose of the feasibility study, which is still open, is to gather information to identify community needs and challenges and prepare for the future. There are many discussions that will still need to take place that include phasing, timing and funding.

- Logistics of moving library programs off site, especially children’s programming.
- Outdoor performance space; terrace on Nashua St was envisioned as a way to entice people into the library and utilize the grassy area.
- After hours programming and staffing logistics.
- Our goal for Teen Programs is to get the kids involved with information and knowledge. Our preference is to keep them on site where they have access to the materials; however, indoor space is an issue.
- Would there be a cost to support a satellite location or programs at 127 Elm St? Library programs are offered for free; through the town budget, donations and sponsorships. Staffing is through the town budget so we work our programming around staff schedules.
- We partner with the Boys & Girls Club and can use their theatre space.
- The library is centrally located and ideal for the afternoon movie program as seniors can walk.
- Our parking lot is ample for current programs and is marked off when we have events.
- The library offers computers and internet access; one of our largest draws.
- The library could use more handicap spaces.
- A new community center could bring in a new expense stream for the town. Did the feasibility study show how to fund the facility and not create competition for the library and schools?

Potential Community needs:

- Indoor performance space; recreation band concerts during winter months
- Recreational programming that the library cannot offer
- Multipurpose tech friendly spaces

### b. Mask fundraiser update

Jenni Siegrist reported that Souhegan Printed Products was very willing to work with us on this fundraiser. They have given us super low pricing and can host an online store for two weeks, where shoppers can order the mask directly from the website. There would be an upcharge of .20 per mask to cover the credit card processing fee. At the end of the two weeks, Souhegan Printed Products will produce and deliver the masks to the library. All money raised beyond production costs will be turned over to the library at that time. The Trustees could then order an additional amount of standard size masks to continue fundraising efforts. All prices are listed on the estimate dated, 11/20/2020.

Jill Langelier of the Friends of the Wadleigh Library, noted that they generally support items that have a long sales life. Totes and bookmarks sell very well but masks might have a shorter shelf life. We could open the store for two weeks and the Friends would be comfortable purchasing additional masks to sell for \$10 apiece. We will be clear that these are for a fundraiser. Our library patrons are very loyal to “their” library. There was consensus to move forward with this mask fundraiser.

- Open virtual store for 2 weeks; starting on 3/1/21
- Put link on Facebook, library website and in March newsletter
- Adult masks might sell faster; order 3-1 adult to children
- Take out the royal blue color
- Funds will be earmarked for facility repairs
- The Friends have some money in their treasury and could pay a portion of the cost to maximize Trustees profit, possibly \$500
- Trustees to discuss in March and come up with a funding request

Going forward, the Trustees could set up a monthly fundraising schedule and open virtual stores to offer different items on a regular basis.

**c. Amendment to the photography policy**

The single revision is to add a line referencing adherence to RSA 201-D:11. Director Solon noted that our policy has been the model across the state which is where the suggestion came from.

Lynn Coakley motioned to amend the policy as proposed. Janet Hromjak seconded the motion.

**Roll call vote:**

Lynn Coakley: **Aye**                      Janet Hromjak: **Aye**                      Jennifer O’Brien-Trafficante: **Aye**  
 Kathryn Parenti: **Aye**                      Jennifer Siegrist: **Aye**                      Shirley Wilson: **Aye**  
 John Yule: **Aye**

**d. Other new business**

Janet Langdell, a Trustee of the Keyes Memorial Trust fund approached Kathy Parenti to see if there were any needs. After a brief discussion on the facility, the Trustees decided to repair the failed translucent panels in the ceiling over the stairs.

Lynn Coakley motioned to apply for the Keyes Memorial Fund funds to repair the translucent skylights. Janet Hromjak seconded the motion.

**Roll call vote:**

Lynn Coakley: **Aye**                      Janet Hromjak: **Aye**                      Jennifer O’Brien-Trafficante: **Aye**  
 Kathryn Parenti: **Aye**                      Jennifer Siegrist: **Aye**                      Shirley Wilson: **Aye**  
 John Yule: **Aye**

**3. Regular Reports**

**a. Director’s Report**

Staff News

I am happy to report that we continue to remain COVID-free. Staff has been great about covering for those who may need to quarantine for a few days, and everyone is following the pandemic protocols set by the Trustees. HR has requested that all performance reviews be completed by March 19<sup>th</sup>, so that’s where I and the Library department heads will be spending our time over the next 3-4 weeks. Also, please note that all departments have been asked to include the costs for new employee background checks beginning in their 2022 budgets.

## Facilities

Andrew has been busy assembling our new Circulation Desks and new staff desks for Technical Services. Kevin continues to keep the staff and public areas clean and sanitized. The recent snowstorms have pretty much dictated where the facilities team spends its hours!

## Programs

The AARP Tax Assistance program kicked off on Feb. 1st and we have been inundated with people from all over the region looking for information. The AARP volunteers dropped off packets for us to hand out and we distributed over 70 on the first 2 days! Subscription boxes, sensory bins and book bundles continue to be popular. We were overwhelmed with requests for the Adult boxes and had to order additional supplies after getting 37 requests in just the first week. Children's Staff will be working closely with the schools this month – they will participate in "Title I Night" and in the "Read-Across-America" program. We have arranged for 2 more online Humanities-to-Go programs (for March and April) and continue with our 5 online book clubs.

## Other News

- There have been a series of 1<sup>st</sup> Amendment challenges in NH and our library's Photography Policy has been used as a model for other communities. Go us! As a result of many other eyes on the policy, it was recommended that we update our document to reference the NH Library RSAs on privacy.
- I attended the Deliberative Session on January 30<sup>th</sup>. Kathy did an excellent job presenting the 2 Library warrant articles.
- All Library Financials are now in the hands of Finance in preparation for the 2020 audit.
- I wish you all success in your re-election campaigns on March 9<sup>th</sup>!

Director Solon will send an evaluation form to the Trustees for her review. The Town would like all evaluations before the election in order to incorporate salary increases into the budget.

Only incumbents are on the March ballot; there were no new candidates.

The Library is a drop-off site for the AARP tax program. Everything is all online this year instead of in person. We have had more than 400 people come in so far to pick up the forms. There is a real need out there.

The Trustees inquired how staff morale was. Director Solon responded that staff is OK but they are getting close to burn out. They are encouraged with the vaccines coming out and most are doing well.

### **b. Review and approve minutes from 1/19/21**

John Yule motioned to approve the minutes from 1/19/21 as presented. Janet Hromjak seconded the motion.

#### **Roll call vote:**

Lynn Coakley: **Aye**

Janet Hromjak: **Aye**

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

Kathryn Parenti: **Aye**

Jennifer Siegrist: **Aye**

Shirley Wilson: **Aye**

John Yule: **Aye**

**c. Treasurer’s report for 1/31/21**

All reports were reviewed.

Donations received:

Donation jar (building fund)	\$ 65.00
	\$ 65.00

Jenni Siegrist motioned to accept donations in the amount of \$65.00. Lynn Coakley seconded the motion.

**Roll call vote:**

Lynn Coakley: <b>Aye</b>	Janet Hromjak: <b>Aye</b>	Jennifer O’Brien-Trafficante: <b>Aye</b>
Kathryn Parenti: <b>Aye</b>	Jennifer Siegrist: <b>Aye</b>	Shirley Wilson: <b>Aye</b>
John Yule: <b>Aye</b>		

**4. Public Questions and Comments**

There were no public comments.

**5. Old business**

**a. Warrant Article Submission**

- There were some technical difficulties with the deliberative session presentation.
- The HVAC warrant article vote changed to 4-1 and the capital reserve fund is now 2-3.
- We will have a tent set up at the voting; staff can use the slides from the presentation and hand out the infographic.
- Director Solon and Kathy Parenti will do a PSA for the library tomorrow that will run on Granite Town Media (GTM). We will keep a positive spin and show we are taking forward steps, as we can afford.

**b. Volunteer policy**

The intent of the volunteer policy is to have something in place for when the library re-opens. There was a lengthy discussion on volunteer procedures, background checks and costs for all volunteers. It was determined that the Trustees and Alternate Trustees are volunteers for the Town, not the library as their oath is to the Town and will not be subject to background checks. Should a Trustee want to volunteer inside the library, they would have to adhere to the Volunteer Policy and will be required to have to have a background check. Also, the Department of Labor has specific rules that apply to library volunteers; they cannot do anything staff does.

- The policy includes for the volunteer forms to be reviewed annually.
- Background checks are \$10, a reduced rate for non-profits.
- Could re-evaluate the policy after the library opens.

Lynn Coakley motioned to approve the policy and related forms, with a review in six (6) months. Jenni Siegrist seconded the motion.

**Roll call vote:**

Lynn Coakley: <b>Aye</b>	Janet Hromjak: <b>Aye</b>	Jennifer O’Brien-Trafficante: <b>Aye</b>
Kathryn Parenti: <b>Aye</b>	Jennifer Siegrist: <b>Aye</b>	Shirley Wilson: <b>Aye</b>
John Yule: <b>Aye</b>		

**6. Close Meeting**

- a. Next Trustees regular meeting and election of officers 3/16/21.
- b. Town vote - 3/9/21 at the High School from 6am to 8pm.

**7. Non-Public meeting**

Janet Hromjak motioned to close the public portion of the meeting at 8:10PM and go into non-public session under NH RSA Section 91-A:3; II(c) Reputation. Lynn Coakley seconded the motion.

**Roll call vote:**

Lynn Coakley: **Aye**                      Janet Hromjak: **Aye**                      Jennifer O'Brien-Trafficante: **Aye**  
Kathryn Parenti: **Aye**                      Jennifer Siegrist: **Aye**                      Shirley Wilson: **Aye**  
John Yule: **Aye**

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

Lynn Coakley motioned to adjourn the meeting at 8:20PM. Jen O'Brien-Trafficante seconded the motion.

**Roll call vote:**

Lynn Coakley: **Aye**                      Janet Hromjak: **Aye**                      Jennifer O'Brien-Trafficante: **Aye**  
Kathryn Parenti: **Aye**                      Jennifer Siegrist: **Aye**                      Shirley Wilson: **Aye**  
John Yule: **Aye**