



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

**Tuesday, April 20, 2021 6:30pm**

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

The Public is encouraged to participate remotely in this meeting:

Call in on your phone @ [1-929-205-6099](tel:1-929-205-6099) and enter the meeting ID# [893 1056 2035](https://us02web.zoom.us/j/89310562035) or join the Zoom Meeting @ <https://us02web.zoom.us/j/89310562035>

Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties.

### **1. Call to Order – Opening Statement and Roll Call 6:30pm**

**The following statement was read aloud by Chair 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.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law."

Lynn Coakley: **here**  
Kathryn Parenti: **here**

Chris Costantino: **here**  
Jennifer Siegrist: **here**

Jennifer O'Brien-Traficante: **here**  
John Yule: **here**      Tracey Quirk-Berube: **here**

Betsy Solon: **here**

**Members of the Public:** Kim Gabert, Mary Ann Shea, Trina McLenon

## 2. New Business

### a. Senior Staff – Reopening expectations

Staff and Trustees discussed expectations for re-opening the library building and agreed to leave meeting room use until the last phase. The library mask policy will remain in effect until lifted by the Trustees at a later date.

### b. ARPA Fund Project Ideas for Town Administrator

Town Administrator John Shannon has asked all departments to submit project ideas for the \$1.62 Million coming to Milford as a result of pending ARPA funds. Discussion was held.

The following list of projects will be submitted for Select Board review:

1. \$500,000.00 to put towards library HVAC Repair. This will reduce the amount on the 2022 warrant article and may remove the need for a bond.
2. Adding 2 handicap parking spaces next to the existing one (cost was estimated at \$10,000 4 years ago)
3. Fixing the 3<sup>rd</sup> floor restroom
4. Preparing side yard for outdoor programming
5. Replacing windows

**ACTION ITEM:** Jenni Siegrist offered to create a one-page handout to present to the Select Board.

### c. Volunteer Time

Tracey Quirk-Berube asked if there were opportunities to volunteer at the library as volunteers for the Town need 6 hours per month in order to receive a discounted membership at Hampshire Hills. The library has no volunteer opportunities at this time.

### d. Any other new business

None.

## 3. Regular Reports

### a. Director's Report

*On April 6<sup>th</sup> we opened our building to the public for limited in-person browsing without requiring appointments. The Coronavirus (COVID-19) outbreak continues to develop and the Library took this step to move forward in our phased reopening plan while continuing to support the health and safety of the community we serve.*

*Although the State mask mandate will expire on April 15<sup>th</sup>, the Library Mask Policy will remain in effect indefinitely. Those who refuse to wear a mask may make use of the Library's online resources and curbside services. Library staff continues to be available to assist patrons via telephone Monday through Saturday.*

#### **STAFF NEWS**

*We have adjusted staffing during the library in person browsing hours so that one person can act as a greeter. All performance reviews have been completed and job descriptions reviewed. We will need to make a few small adjustments to some of the job descriptions at a later Trustee meeting. Many thanks from everyone on staff for the lovely video the Trustees made for National Library Workers Day – watching scenes from the early COVID days brought lots of laughs!*

#### **FACILITIES**

*On March 17<sup>th</sup>, we lost heat – both furnace ignitors failed and JL Hall could only find one new one. They “borrowed” the ignitor off of the roof chiller unit to get us back up and running. After a few days they were able to track down another new ignitor and returned the borrowed one to the AC unit, so we are back in business for now. The bill for parts and labor*

was \$710.

Andrew has completed and installed the cabinetry for the Circulation area – it's amazing! The sprinkler system has been serviced and is ready for use. Many libraries are bringing in air quality testers before completely opening to the public. Is that something the Board would like me and Andrew to investigate for WML?

**OTHER**

- Zoom has been renewed for another 12 months. I was able to secure a reduced rate through TechSoup, so we are paying 50% of the regular cost for Zoom Pro.
- The 2020 Annual Report has been filed with the NH State Library.
- I have been working on grants to apply for the ARPA funds soon to be distributed to our State for library use – I had to update our DUNS information and am currently setting up a sam's account (System for Award Management for the Federal Gov't).
- On March 30<sup>th</sup> I submitted a request to the Trustees of the Town Trust Funds for our 2020 disbursement. No funds have been received to date.
- On April 8<sup>th</sup> I asked Paul Calabria for the current balance of Library Impact fees – no response has been given to date.
- There are at least 10 mask orders still awaiting pickup – they might require a reminder phone call!
- I received an inquiry regarding the parking lot from someone wanting to set up a Montessori School at 19 Nashua Street. I directed them to contact the Board and let them know about the April 20<sup>th</sup> meeting.

Respectfully Submitted,  
Betsy Solon

Betsy also shared that she will be attending a workshop for preparing project ideas for the ARPA funds coming to NH libraries and that she will participate in a ZOOM call with Annie Kuster tomorrow to learn about legislation that may be important to NH libraries. The person inquiring about 19 Nashua Street called and reported that the city felt that location would be unsafe for a Montessori school so she will not attend tonight's meeting.

John suggested that we purchase an extra furnace ignitor so it is on hand should another unit fail in the future

**ACTION ITEM: Betsy will get 2 more quotes for Air Testing and will inquire about the need to test twice (once for heating system, once for air conditioning system)**

**ACTION ITEM: Betsy will get contact J. Lawrence Hall about purchasing an extra ignitor**

b. Review and approve minutes from March 16, 2021 meeting [5]

Several corrections were noted. Kathy will send them to Janet (Secretary).

Jenni moved to accept the minutes of the March 16, 2021 meeting as amended. Lynn seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**      Jennifer O'Brien-Traficante: **Aye**      Kathryn Parenti: **Aye**  
Jennifer Siegrist: **Aye**      John Yule: **Aye**      Chris Costantino: **Abstain**      Tracey Quirk-Berube: **Aye**

**ACTION ITEM: Kathy will send corrections to minutes to Janet**

**ACTION ITEM: Janet will send corrected minutes to Betsy for placement on the library website**

c. **Treasurer's Report for March 31, 2021**

Lynn presented the Treasurer's report for March 31, 2021. Chris moved to accept the donations made from Feb.1 – March 31, 2021. John seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**      Jennifer O'Brien-Traficante: **Aye**      Kathryn Parenti: **Aye**  
Jennifer Siegrist: **Aye**      John Yule: **Aye**      Chris Costantino: **Aye**      Tracey Quirk-Berube: **Aye**

**4. Public Questions and Comments**

No public input.

**5. Old Business -**

a. **Mask Fundraiser Update**

Jenni reported that \$487 was raised for the Building Fund (\$137.50 donated by the Friends of the Library)

b. **Roof/Skylight Update**

None.

c. **Any Other Old Business**

None.

**6. Close Meeting**

a. **Confirm Date and Set Agenda for Next Meeting (May 18 - 6:30pm)**

b. **Hillstown Coop presentation on planning for a new director(Zoom meeting May 7, 2021 - 9:30am)**

c. **NHLTA Trustee Orientation - via Zoom (April 24, 2021 - 11 am & June 7 - 3pm)**

d. **NHLTA Virtual Spring Conference (May 12-13 - 9:30am-2:45pm)**

**7. Non-public Meeting**

Chris motioned to close the public portion of the meeting at 7:26PM and to go into non-public session under NH RSA Section 91-A:3; II(c) Reputation. Lynn seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**      Jennifer O'Brien-Traficante: **Aye**      Kathryn Parenti: **Aye**  
Jennifer Siegrist: **Aye**      John Yule: **Aye**      Chris Costantino: **Aye**      Tracey Quirk-Berube: **Aye**

It was a unanimous decision to come out of Non-Public. Comments from the Trustees regarding the non-public session: The Trustees discussed staffing and future staff planning. No decisions were made.

Jenni motioned to adjourn the meeting at 7:34PM. Jennifer O'Brien-Traficante seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**      Jennifer O'Brien-Traficante: **Aye**      Kathryn Parenti: **Aye**  
Jennifer Siegrist: **Aye**      John Yule: **Aye**      Chris Costantino: **Aye**      Tracey Quirk-Berube: **Aye**

Respectfully Submitted,  
Betsy Solon  
Library Director/Acting Secretary