



Board of Library Trustees

Meeting Minutes

Tuesday May 18, 2021

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: **excused** Jennifer O'Brien Trafficante: **present**
Kathryn Parenti: **present** Jennifer Siegrist: **present** Shirley Wilson: **present**
John Yule: **present**

Betsy Solon, Director: **present** Laura Dudziak, BOS representative: **present**
Chris Costantino (alt): **present** Tracy Quirk-Berube, Alternate Trustee: **excused**

2. **Regular Reports**

Director's report, May 18, 2021

COVID UPDATE

We plan to expand the building's "open" hours beginning June 7th. We will continue with curbside service each day but will also be open for browsing and computer use Monday – Friday from 10am-4pm, Wed. night from 5pm-7pm and Saturdays 10am-1pm. Based on staffing and patron usage, those hours should carry us through until the beginning of September. We have only had 2 difficult interactions regarding mask usage this month but are expecting more this coming week due to the new CDC guidelines. Finally, I am working on the grant for library-specific ARPA Funds that are due to Milford this summer – we will be receiving \$2,766!

STAFF NEWS

Staff morale is a little lower than normal, as those people coming in to use the library for the first time in over a year are often rather negative about the lack of seating, the need to wear masks, and the

limited browsing hours. Since we have been working in crisis-management mode for nearly 14 months (and going overboard to serve people), negative comments bring on a lot of discouragement. In addition, four of our “regulars” passed away this week and this has created some sadness in the troops. We will get through this - and everyone is excited about seeing the happy faces at story time next week.

PROGRAM HIGHLIGHTS

In person story times and book groups begin on May 17th and will all be held outdoors. Summer Reading plans are complete, although we are still not sure where the 20x30 tent will be situated.

FACILITIES

I ordered an extra ignitor switch for the heating system so we will have the part on hand the next time one fails (thank you John Yule for the suggestion). Our boiler passed the annual State inspection. We are leaving the heat on for a few more weeks before switching over to AC – we just open windows on warmer days to cool things off and to add some fresh air flow to the premises. The air test quote gathering is still in progress – I hope to have more information at the June meeting. We had a request to allow a mobile HIV testing center park in our lot for 3 hours on June 28th (topic is on our agenda). I reached out to John Shannon and the police and fire chiefs for their thoughts and the only concern was that it might interfere with library patron traffic if we happened to be open during those hours. We can discuss at the meeting.

OTHER

- We worked with Conway Office Products (our copier supplier) to find a replacement for the 20+ year old machine for which we can no longer get replacement parts. They proposed several options, but we feel the least expensive one will do everything we need (copy in both color and black and white, fax, and allow printing/scanning to and from a flash drive). I will share the cost details at the meeting.
- The 2020 Town Trust Funds income has been received and deposited.

Review and Approval of Minutes from 4-20-2021

The minutes were unanimously approved by those who attended on a motion by John and seconded by JenniS

Treasurer’s report May 18, 2021

Lynn Coakley presented the report stating that we are doing really well keeping expenditures under control. There are savings in the budget due to Sunday closure and no staff overtime.

Donations received:

The trustees, on a roll call vote, unanimously accepted \$493.00 in donations on a motion by Chris and seconded by Shirley.

3. New business

- a. Copier replacement –
 - i. We need to replace the copier for which we cannot get parts due to its age. \$6867.00 is the cost and usually paid for out of the copy fund. Betsy is working with the vendor to get the best funding option. The Trustees unanimously approved a motion by JenOT, seconded by JenniS for Betsy is to buy the new machine in the most financially responsible way. The vendor will take the old machine for no additional cost.
- b. ARPA (American Recovery Plan Act) funding:
 - i. The amount allocated to each town library from the State Library is formula based on population +\$1,000. The funds can only be used for items that help the community and do not connect to the internet and not for construction. Ideas offered by the staff: 1) audio books for kids called playaways; 2) 3 tables with umbrellas placed outside under the arched window; and 3) display flatboards on the end piece of shelving.

- ii. The Trustees unanimously approved a motion by Lynn seconded by Chris to authorize Betsy to spend the ARPA money for outdoor seating, trashcans, playaways, and display boards on the ends of shelving.
- c. Recap of NHLTA Conference
 - i. Lynn, Chris, Kathy, and Betsy attended.
 - ii. To engage people: perhaps a podcast done by the staff of what it is like behind the scenes at the library; or what it is like to plan for a new library
 - iii. Make outreach personal to the audience
 - iv. Milford college-aged library pages are home and ready to do TikTok posts for us
 - v. Baby lapsit video capturing the kid's reaction to the lapsit. You do not see the face, but could see the little hands waving and the book in the center of the video
 - vi. Have to be keep on the renovation grindstone. Perhaps have an annual fundraising appeal
 - vii. Day of giving – after Thanksgiving. Try to get matching funding from companies. Talk about this at the June meeting to do this year
 - viii. Possible link to the NHLTA Spring Conference. We may need to talk to NHLTA for links for non-attendees to access the recorded sessions. This link is my link into the WHOVA platform. https://whova.com/portal/webapp/nltaa_202105/
- d. Recap of Hillstown Coop meeting –
 - i. Update of the organization is needed
 - ii. A topic of discussion was how to handle the transition to a new director
 - iii. Betsy feels that Wadleigh has done very well and is in good shape to handle a transition to a new director. The staff are keeping a monthly log so that new staff can backtrack to see what was done at any given time for programming, etc
- e. Mobile HIV testing - potentially June 28 - 2-5pm. Betsy talked to the safety officials in town. If the library is not too busy, there is no reason to not host the site. Betsy will suggest to the organization to consider Keyes, or church parking that has more room and bit more privacy
- f. Stained glass windows – someone is interested in talking to us about stained glass windows.
- g. Additional new business – the mask fundraiser was successful. We should start thinking about another fundraiser for Christmas or another holiday: Stocking stuffer? Thanksgiving centerpiece? Cinch sack/canvas tote/umbrella? We should coordinate with the Friends of the Library. Put this topic on the June agenda for further discussion.

4. Public Questions and Comments

There were no public comments.

5. Old business

- a. American Rescue Plan Act funds that will be directed at the Board of Selectmen's discretion. There is still no guidance from the BOS how much will be funded or what kind of projects they will fund.
- b. Roof/skylight update –
 - i. Kathy met with several contractors about the roof leaks. They looked at the roof, and the skylight. They think that a rubber membrane will solve the problem. Cost estimates will be provided soon.
- c. Strategic plan - Trustees are to read the Strategic Plan for the June meeting and see what needs to be done for an update. This document can be used for future funding applications.
- d. Any other old business

6. Close Meeting at 7:45P

7. Non-public Meeting – Reputation

The Trustees unanimously approved a motion by Chris seconded by Lynn to go into non-public session. The Trustees unanimously approved a motion by JenOT seconded by John to leave the non-public session.

No decisions were made in the non-public session

8. The Trustees unanimously approved a motion to adjourn by JenniS seconded by Shirley at 8:35pm
9. The next meeting is June 15, 2021 at 6:30PM