



Board of Library

Trustees Meeting Minutes

Tuesday, June 15, 2021 6:30pm

1 Attendance:

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

Chris Costantino, Alternate: present
Tracy Quirk-Berube, Alternate: present
Betsy Solon, Director: present
Public present: None
Board of Selectman member Laura Dudziak: absent

2 Regular Reports

2.a Director's Report

STAFF NEWS

Everyone's been busy with the expanded open hours and getting reacquainted with patrons we haven't seen in a long while. We've had to do a lot of explaining about the phased re-opening plan and why things aren't exactly as they were in March 2020! Our college staff and leave-of-absence workers have returned so we are well-staffed for the current hours. Since we lost 3 circulation staff to the Pandemic and our current high school page is heading off to college in the fall, I expect we will be looking to hire 3 to 5 people in late summer.

PROGRAM HIGHLIGHTS

Summer Reading, "Tails and Tales," is fully underway. We've replaced the Memorial Day poppies on the front lawn with a giant whale tale to drum up excitement. Activities have been planned for all age groups and the programs will run from June 14th to July 30th.

FACILITIES

The heat was finally turned off by JL Hall on June 2nd and so far the air conditioning has been functioning (fingers crossed!) We had to send staff home on a few of those 90 degree days at the end of May because working conditions were so bad. Everyone's hoping this is the last year for HVAC issues!

One of the back flow valves apparently failed inspection so Andrew is working with the Water Department to find out our options.

We had Eversource come in to do an energy audit on June 10th – they claimed we just need to keep replacing bulbs with LED units and that there is little else they can do for us at this time.

They are also going to put together a quote on replacing the parking lot lights – a project for which we may be able to use NH Saves grant money.

Andrew set up the 6 new picnic tables and umbrellas and will be installing the Summer Reading

tents next week.

Tina Philbrick reported at this week's Department Head meeting that rooms in Town Hall are booking quickly since the library meeting rooms are not available – folks are now realizing how much the library space has been used!

OTHER NEWS

The ARPA Funds allocated for Milford by the State Library in Round 1 of the grant process should arrive in mid-July (\$2,766) – the outdoor tables and new Playaway collection are already big hits. The second round of grant requests are due in late August.

The annual Town BBQ will be held on August 4th from noon to 2pm – all library staff and trustees are welcome to attend. RSVP forms will probably come out in July.

Respectfully Submitted,
Betsy Solon

2.b Review and approve minutes from 5/18/21

- Shirley motioned to approve the minutes from 5/18/21 as presented. John seconded the motion. All approved.

2.c Treasurer's report

- Motion by Jennifer and seconded by Shirley to accept \$7,741 in gifts/grants. All approved
- The town has \$20K in 2020 appropriations to return to us. It was decided to put it in the Trustee Fund with a note that it will go to the Building Fund in 2022.
- Question – are there over expenditures that may be an issue? No per Betsy.
- No other questions on reports.

3 New business

- a. CIP forms due 6/29 – Janet volunteered to complete them and send them to Kathy for submittal.
- b. Update bylaws – adding an item about meeting remotely being tabled until September.
- c. Library calendar update – Library will be closed 12/24/21 and 12/25/21.
- d. Air quality testing – motion made by Lynn and seconded by Kathy to have the Indoor Dr perform an air quality test for \$895.
- e. Other new business – Wage survey – Trustees decided not to purchase the wage survey the town is involved in, but instead to take advantage of Hooksett's offer to let us use their copy, and we get one from the Library Association as well.

4 Public Questions and Comments

There were no public comments.

5 Old business

- 5.a American Rescue Plan Act Update – Our HVAC at \$739,905 would fit in with this. NH libraries are getting \$1.2M total. Tracy volunteered to work on the forms and get them to Kathy for submittal.
- 5.b Roof/skylight update – Estimate of \$41,419.52 from Milestone. We'll use \$20K from the Keyes Fund donation and take the remaining from the Trustee Fund. Motion made by Lynn and seconded by Janet. All approved.

- 5.c Mask policy update – it was decided to keep the mask mandate in place for the staff. Masks for patrons will be optional and encouraged. Signs will be posted with that messaging on the doors. We will readdress the policy in July.
- 5.d Strategic plan – Being updated for the next 4 years. Shirley volunteered to incorporate comments into the existing plan and then we'll discuss it at the August meeting. Comments due to Shirley by 8/6.
- 5.e Old business – None.

6 Close Meeting – 7:20pm

- a Next Trustees regular meeting on 7/20/21 at 6:30 pm
- b Town BBQ – 8/4/21

7 Non-Public meeting – Approval of minutes

Shirley motioned to close the public portion of the meeting at 7:20PM and go into non-public session under NH RSA Section 91-A:3; III Non-Public Minutes. Lynn seconded the motion. All approved.

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

Shirley motioned to exit the non-public meeting at 7:40PM, seconded by John. All approved. Jennifer motion to adjourn the meeting at 7:40, seconded by Lynn. All approved.