

## Board of Library Trustees Meeting Minutes

Tuesday, October 19, 2021 - 6pm

### 1. Call to Order

**Attendance:** Lynn Coakley: present; Janet Hromjak: present; Jennifer O'Brien-Trafficante (**Jennifer**) absent; Kathryn Parenti: present; Jennifer Siegrist (**Jen**): present; Shirley Wilson: present-phone; John Yule: present

Chris Costantino, Alternate: present-phone – will be voting as an alternate

Tracy Quirk-Berube, Alternate: absent

Betsy Solon, Director: Present

Members of the Public: Lou Andronaco, Village Fire Protection

Board of Selectman member Laura Dudziak: absent

### 2. Public Hearing

**NH RSA 202-A:4-c III (a)** – for the purpose of accepting donations over \$5,000.

A motion was made by Chris and seconded by Janet at the end of the meeting (#7 below) to accept a total of \$30,030. All approved. Breakout below:

\$20,000 from the Wadleigh Development Fund (Keyes Trust donation)

\$10,000 from the E. Blanchard Trust

\$30 from the donation jar

### 3. Regular Reports

a. Director's Report – October 19, 2021

#### STAFF NEWS

Passport agents are working on their annual training in order that the library may remain a passport acceptance facility in 2022. Passports continue to be a main revenue stream for the library.

Kevin has given his 2-week notice and will be leaving us on October 30<sup>th</sup>. Depending on tonight's discussion, we will be posting an ad for a new custodian to begin mid-November (I am exploring the option to hire a cleaning service and will have quotes for the meeting).

We held a full staff meeting at 7am on 10/7 and reviewed upcoming renovation projects, department activities and all of the positive impacts the library has had on the Milford community.

Jane will be attending Supervisor's Academy at PRIMEX this week.

Kudos to Andrew and Katie Spofford for their work on the library scarecrow – we took first place in the business category of the scarecrow contest! Many thanks, also, to the other staff members who provided props and clothing for the "Shark Attack" entry.

#### FACILITIES

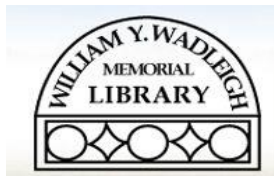
The HVAC system was switched from Air Conditioning to Heat on Friday, October 8<sup>th</sup>. It has been quite toasty inside during this current heat spell, so we've kept the windows open and as many electric fans going as possible to relieve staff and patrons.

The new skylight went in on Wednesday 10/13 – it brings so much more light into the building. We thank the Keyes Trust Fund (via the Development Fund) for this gift.

The roof repairs will occur sometime in the next month – we are waiting to hear from Milestone for the specific work date.

We will be ordering a colorful 8'x10' carpet to roll out during Children's programs in the Keyes Room this Fall.

Andrew is in the process of replacing the library sign that was damaged in September. At the same time, he is revamping the "island" to facilitate mowing and plowing.



## OTHER NEWS

I assisted Kathy with two RTK requests from a Merrimack resident and would like to recommend adding \$1000 to the 2022 budget for legal fees. It is an unfortunate sign of our times that we and other Town departments are having to increase this line item on our budgets.

We added 124 new patrons in September – most are new residents to Milford, but many of the new cards were assigned at the elementary school parent information nights – nicely done Children’s staff!

Trina and I met with a local resident who would like to donate \$30,000 towards the construction of a deck/pavilion on the lower level of the outdoor program area. We are in the process of collecting design/construction specs for that project. Trina has been instrumental in building relationships with potential donors in the community and has been a wonderful library ambassador to other organizations in town. Please be sure to thank her for her hard work on the library’s behalf.

The ARPA grant request of \$11,000 towards a new teen area was submitted to the State Library on September 28<sup>th</sup>. We will be notified on December 1<sup>st</sup> about the status of the grant.

Respectfully Submitted, Betsy Solon

Betsy also reported:

- Receipt of 6,000 plain face masks – free
- She is getting quotes for a cleaning company to come in twice weekly & will post an ad for a custodian
- Review and approve minutes from 9/21/21 meeting. One minor correction – will resubmit. Motion made by Chris and seconded by Lynn to approve minutes as amended. All approved.
- Treasurer’s report for 9/21/21 – motion to accept donations moved to end of meeting (see #2 above).
  - The budget process has begun and Betsy, Lynn & Kathy will be attending the BOS meeting to update them on Library financial issues.

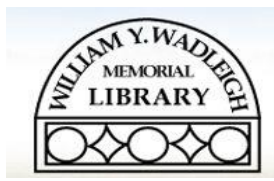
## 4. New Business

- a) Fines and Fees schedule update – Betsy will add the size of the flash drive the Library has on hand to the Policy. Jen made a motion, seconded by Lynn to approve the Policy as amended. All approved.
- b) Budget update – a motion was made by Shirley and seconded by Lynn to add a line item to the budget for legal fees in the amount of \$1,000. All approved.
- c) Fire suppression discussion – a lengthy discussion was had with Lou Andronaco from Village Fire Suppression providing the Board some education on the various types of systems there are (dry vs wet) and what something like this entails. The expansion could be taken into account for this project. He requested a file showing the layout of the building so he can do some measuring, and the work could be done in phases over several years. He also mentioned pre-buying steel and storing it to save thousands of dollars of cost. This was a knowledge-gathering discussion, as any work would have to be sent out for bids.
- d) Any other new business:  
Kathy asked the Board to start thinking about Christmas gifts for the staff.  
The Library will be closed Friday, 12/31/21 and Saturday 1/1/22 as the Town celebrates New Year’s Day on New Year’s Eve this year.

## 5. Public Questions and Comments – none.

## 6. Old Business:

- a. New Hampshire Room Collection Development Policy – A form has been designed to assist with the Policy. A motion was made by Lynn and seconded by John to approve the Policy. All approved.
- b. Mask policy update – Policy will be maintained for now.
- c. Strategic Plan update – this was tabled until the November meeting.
- d. Any other old business:  
A letter was received from the Attorney General to confirm that we do not have any Library Trust funds – which we do not. Lynn will respond to the letter.



Another Right to Know request was submitted asking if any of the Trustees attended a Right to Know training. Kathy will respond.

## **7. Close Public Hearing and Trustee Meeting**

- a. Confirm date and set agenda for next meeting - **Tuesday, 11/16/21 at 6:00 pm**
- b. NHLTA Trustee Roundtable (11/10/21 2-3pm via zoom – sign up by 11/5)
- c. Lynn will get a card for a Wilton Trustee who received the Trustee of the Year Award!
- d. See Item #2 above for acceptance of donated funds.
- e. The meeting did not go into a non-public session.

Lynn motioned to adjourn the meeting at 7pm, seconded by Chris. All approved.