



Board of Library Trustees Meeting Minutes

Tuesday, November 16, 2021, 6 pm

1 Attendance:

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

Chris Costantino, Alternate: present (phone)
Tracy Quirk-Berube, Alternate: absent
Betsy Solon, Director: present
Mary Ann Shea, Library Staff: present
Public present: Jay Duffy
Board of Selectman member Laura Dudziak: absent

2. Regular report:

a. Directors Report 11/16/21:

STAFF NEWS

We have held performance evaluations for the newest Circulation Desk employees as their 90-day probation period has ended. Kevin's last day as Custodian was October 30th and Andrew has taken on most of the cleaning activities until we find a new person. I attended the NHLA Fall Conference on November 4th and found the afternoon session on First Amendment Audits and Censorship activities very informative (and very timely). I left with the impression that our policies regarding both topics are in very good shape.

FACILITIES

The roof repair work has been completed and seems to have survived the crazy rains of this past weekend. I have a call into Peniel for mold remediation and will arrange for another air quality test once that work is done.

The NH History Collection move to the former AV Room has begun.

Now that the weather has cooled, we've moved the soft seating back into the Children's Area and uncovered the wooden bench near the Junior Fiction area so those waiting for their charges upstairs in one of our programs have a place to sit inside the building.

Andrew is working on installing a new awning for over the parking lot entrance door.

HealthTrust (our health insurance vendor) is closing much of its office space. They recently sent out a notice to all members regarding free office furniture and equipment and I was able to score a remote controlled projection screen, a nearly new overhead projector system and a digital scanner for our future use. It felt like winning the lottery!

PROGRAMS & PATRONS

Book groups, Story Times and the Teen Thursday programs have all moved indoors and have been running smoothly. We had to add a second Story Time day and time in order to accommodate all of the folks who wish to attend (a good problem!)

Reference staff is busy working on a series of daytime activities for adults to run Monday through Friday throughout the Winter. The events will begin after January 1st and continue through March. The activities will happen on the same day each week and may include movies, crafts, lectures, games & puzzles.

We continue to see minimal requests for public computer use. With 3 workstations (down from 8 pre-Covid) we have had no lines or people waiting – and we have 3 laptops available in the event that all PCs are in use. It is rare for even 2 of the public computer workstations to be occupied at the same time,

so we may be able to move to being a laptops-only facility in the near future.

OTHER NEWS

The 2022 Library Budget was presented to the Selectmen and Budget Committee on Saturday, November 13th. Thank you to Kathy and Lynn for representing the Library.

The Milford Masons will be serving breakfast on Saturday, November 20th with all proceeds going to the library Summer Reading Program 2022. Tell your friends and neighbors! They provide quite a spread for \$8.00! The Masons will generously be matching all proceeds from this event.

I will be meeting with NH Custom Builders on Monday to draw up plans for the donated platform in the outdoor programming area.

I will be meeting with Milestone on Wednesday to discuss the restroom projects so we can get a projected cost to the generous donor who is offering to pay for the work.

Respectfully Submitted, Betsy Solon

Betsy added to the Directors Report with 2 items: they are doing a food drive for Share – they have 2 full bins already! The Friends of the Library are doing a fundraiser with cards.

b. October minutes were approved via a motion by Jen and seconded by Shirley. All approved.

c. Treasurer's Report – Lynn reported that the lack of fine money is not hurting us at all. Betsy will let us know in December if we have any extra money to use at the end of the year (she will have the staff make a list in case we do have extra money), and we will also know then if we are receiving ARPA funds. We reviewed how the roof is being paid for (\$20K from the Town funds from the end of 2020, which we voted on in September. It's in the general fund now but will be moved to the building fund. Betsy reminded us that we have about \$14K in Impact fees that we could use as well. A motion was made by Shirley and seconded by John to accept the \$45 collected for the building fund. All approved.

3. New Business:

a. The 2022 calendar was reviewed and approved. There is a joint library conference next year (10/23-10/25) that Betsy would like to send the staff to in Manchester. We will add to the Library hours notices that we are closed Sunday until further notice.

b. Capital Campaign – The Library Trust fund was discussed in more detail regarding being able to spend the principal of the Trust monies and only the dividends. A motion was made by Lynn and seconded by Shirley to commit to using \$325K of the income from the Trust fund managed by the Town of Milford towards the warrant articles in March of 2022. All approved. We will also put out on our platform (social media, website, etc.) regarding contributing to the Library for Giving Tuesday which is coming up.

c. United for Libraries – Kathy discussed this training vehicle available for the staff and Trustees. Betsy included information for this in her Director's Report.

d. Wreath Festival – the Friends of the Library are sponsoring a wreath fundraiser starting 11/27 for 2 weeks. All are invited!

e. Any other new business – Jen requested and it was agreed by the Trustees to start using pdf documents in place of word documents for items that are sent out to the Trustees.

4. Public Questions and Comments: Jay Duffy from 491 Nashua Street was present. He praised the staff as a huge asset to the Library and the town. He requested and was provided clarification on items including the availability of computers for use at the library and the future plans for the teen area and technology area switching places. It would be a good idea to refresh

the staff on the availability of laptops to use anywhere in the library. The NH Room was discussed and the recent changes there due to the mold. An explanation of the current hours was given and the effect the pandemic is still having on the hours, as well as staffing issues. A potential survey to patrons was discussed as a good way to get a pulse on possible changes, as well as ensuring we are communicating current hours (and changes) on all our social media and other venues. The Trustees appreciate Mr. Duffy coming to the meeting and expressing his appreciation and love of the Library as well as his concerns/questions.

5. Old Business:

- a. Mask Policy – there will be no change to the current Mask Policy.
- b. Staff Holiday gifts – clothing was decided, and Mary Ann reported the staff will be very happy with that.
- c. Any other old business – none.

6. Close Meeting:

- a. Next Trustee meeting on 12/21/21 at 6pm.
- b. Reminder of the Masonic Lodge Fundraiser Breakfast 11/20 – Trustees were encouraged to post it on their social media.
- c. Candidate filing for 3/8/22 election on 1/19/22 – 1/28/22 – this applies to Shirley and Jen.

7. Non-Public Session under RSA 91-A:3; II (a&c) Personnel & Reputation - The Trustees went into a non-public meeting at 7:25pm with a motion by Jen and seconded by John. All approved. The Non-Public meeting ended at 7:30 with a motion by Shirley and seconded by Lynn to exit. All approved. The monthly meeting was closed with a motion by Jen and seconded by Shirley.