



## Board of Library Trustees Meeting Minutes

Tuesday, December 21, 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: absent; John Yule: present

Chris Costantino, Alternate: present (voting for Shirley Wilson)  
Tracy Quirk-Berube, Alternate: present (phone)  
Betsy Solon, Director: present  
Board of Selectman member Laura Dudziak: present

### 2. Regular report:

a. Directors Report 12/21/21:

#### DECEMBER NEWSLETTER ARTICLE (updated)

Season's Greetings! As we approach the end of 2021, I'd like to take a moment to express gratitude for our dedicated, can-do staff members, our industrious and conscientious Board of Trustees, our enthusiastic and hardworking Friends group, and the supportive Milford community, for which I have the pleasure and honor to serve.

Although the Library is not yet back to all of our pre-Pandemic offerings, we have accomplished a LOT this year, including:

- Reintroduced in-person story times
- Began reopening meeting room space
- Officially removed fines on all materials except brand new adult books
- Reintroduced teen and adult programs
- Added a color photocopier with scanning to flash drive capability
- Received grant funds for outdoor tables and equipment
- Introduced Book Subscription boxes
- Added **520** new patrons (as of Dec 1<sup>st</sup>)
- Replaced the library skylight
- Repaired the library roof
- Won the Scarecrow contest!
- Implemented a food drive for SHARE
- Renovated the Circulation and Reference areas
- Began transitioning from public desktop computers to laptops
- Processed **553** passport applications as of (Dec 17<sup>th</sup>)
- Began a "Library of Things"
- Revamped and relocated the NH History Collection
- Created a new Community Room for Adult Programming
- Re-introduced the Friends' annual Wreath Auction

Thank you and best wishes to all for a wonderful holiday season!

## **DECEMBER STAFF NEWS**

- Jane and I attended a workshop at the State Library on designing programs and Services for Adults
- I attended the United for Libraries webinar on Challenges to Materials and a workshop on the Top 10 Labor and Wage Violations in 2021 (to be sure our practices are compliant with the DOL). We are in good shape on both fronts, but I would like the Trustees to review 2 of our policies for possible updates.
- All current passport agents are completing their annual recertification and I will be sending in the paperwork to remain a passport acceptance facility for another year.
- Staff has completed open enrollment with the Town
- We have hired a new custodian. He will begin work on 12/20/21 and train with Andrew for 2 – 4 weeks before beginning a regular schedule. Please welcome David Cormier of Brookline to our team.
- We are excited to have our 3 college students back at work over their school breaks

## **FACILITIES**

- Peniel came out to do a mold remediation inspection/quote.
- Portland Glass looked at the three cracked windows on the lower level and will be here to replace them in January.
- Milestone has been in several times to gather information for a quote for rest room construction
- NH Custom Builders is working on a quote to build a deck or terrace in the Outdoor Program area in the Spring
- The outdoor tent sides have been installed and we are storing umbrellas and some of the extra chairs inside them for the winter
- The former NH Room has been cleared of materials. Andrew will be ripping up the carpet this week, as that is the source of the moldy/mildew smell according to Peniel. The plan is to replace the carpet with a laminate flooring before the end of December.
- The former AV Room has been converted into the Col. Lull History Room. It contains all of the materials from the History Collection, the microfiche reader and printer, and a table for patrons and staff. Reference is currently taking a physical inventory of the collection and has designed a request form for patrons to access the materials. Watch for their posts on Facebook – they've been finding some neat stuff!
- The Milford High School generously donated an unused laptop cart to the Library. We now have a way to neatly and safely charge all of the laptops, tablets, chromebooks, etc.
- We continue to see little foot traffic after 7pm. At the next determination of library hours, Staff recommends adding Thursday evenings to the schedule and possibly setting the closing time to 7pm on Tuesday, Wednesday and Thursday.

## **PROGRAMS & PATRONS**

- We now have access to edit our page on the Town of Milford website, so Reference staff will be updating program and hours information as needed
- The Story Time programs have become so popular that we added 3 more sessions over the course of 2 days (4 Story Times in all)
- The Adult Programming team has developed a series of events to run during the weekdays from January through March as a way to determine the needs and wants of our community. A schedule will be available after the New Year. Programs will include films, discussion groups, crafts, and more.

- Because of the increase in folks experiencing car battery issues while parked in our lot and to protect the staff and library from litigation should they blow up an engine when assisting someone in jump-starting their car, we purchased a portable battery charger to lend out. It may be borrowed for 4 hours at a time and the borrower must leave their Driver's License with us until they return the device. The charger has already been checked out 5 times! It became the first entry to our new "Library of Things" (see below)
- Staff has long wanted to create a collection of "things" that could be borrowed for projects by our patrons. Now that we have storage space in the new Community Room, we have established a Library of Things. Besides the car battery charger, we have added an electric balloon inflator and balloon arch that folks can borrow for parties, 32 cake pans (donated by the Merrimack Library) and a yarn winder. This collection is designed for items that people might want to use once in a while, but don't want to purchase. Our hope is to add some dvd players and a power washer in the near future.

**STATISTICS**

Here are some statistics for the year so far:

		Foot Traffic	Curbside Delivery	Total Patrons	Computer Use	Days Open For Browsing	Service Hours	Youth Boxes	Adult Boxes	Takehome Crafts
Appointments only	JAN	94	1203	1297	27	6	131	65		426
	FEB	93	1533	1626	42	7	128	50	57	436
	MAR	152	1658	1810	29	9	160	53	39	467
	APR	736	1196	1932	30	11	152	53	44	393
	MAY	942	900	1842	50	12	140	24	43	350
Building Open	JUN	2652	356	3008	116	24	184	15	35	425
	JUL	3553	49	3602	144	26	185.5	27	35	490
	AUG	3084	24	3108	176	26	185	23	32	
	SEP	3073	13	3086	187	24	200.5	17	35	
	OCT	3599	3	3602	164	24	194	19	30	400
	NOV	3172	7	3179	191	23	188	19	32	300
*through 12/18	DEC	1045	8	1053	0	24	202.5			
		22,195	6,950	29,145	1,156	216	2,051	365	382	3,687

**OTHER NEWS**

- We have made it through the first pass of the ARPA 2 Grant offered via the State Library. We've been awarded almost \$12,000 to create a Teen Area! The next step is to receive approval from the Governor's Council (they meet December 22<sup>nd</sup>). If we are successful, the funds will be available in January – fingers crossed...
- Many thanks to Chris Costantino for her amazing memory. We have been searching for the history of what is labeled the "Wadleigh Library Fund" on the Town Trustee reports for nearly 5 years. Chris recalled a large fund (\$600,000) being donated to the Library via the Town Trustees back when Art Bryant was Director. She did some research and found the name "Morris K. Webster." I located a paper file for the "Webster Trust" and sure enough, we found paperwork documenting the gift, several reviews by law firms

approving spending of the principle for Library Building/Expansion and a history of how the fund has been used so far. The confusion all this time has come from the fact that there is another, smaller, Webster Trust Fund (Hannah E. Webster). Let's be sure to document this information in the next Trustee meeting minutes so that future Trustees and Library Directors will have a way to learn about this fund.

- Chris Gentry has backed up all of the Library's Facebook activity via Archive Social, and will continue to do so. That way we will be in compliance with any Right to Know requests in the future.
- Based on current calculations we will underspend our Town Appropriations. I will bring ideas from the staff for ways to use those funds to the Trustee meeting.

Wishing you all a Happy and Healthy Holiday Season!

Respectfully Submitted, Betsy Solon

Betsy added to the Directors Report with 2 items:

- the carpets in the Library were cleaned
- Lincoln Daly approached Betsy about paying for some of the cost of fixing the retaining wall near the Library stairway. The Library owns most of it and it is crumbling. This will be addressed again in the Spring.

b. November minutes were approved via a motion by Lynn and seconded by John. All approved.

c. Treasurer's Report – A motion was made by Jen and seconded by John to accept the \$12 collected for the building fund. All approved.

### 3. **New Business:**

a. The 2022 Trustee meeting calendar was reviewed and approved.

b. Unused Town Appropriation Funds – We have \$18K in unexpended funds for this year. A motion was made by Lynn and seconded by Chris to allow Betsy to spend up to \$18K for items such as laptops, security camera, an Owl system or new computer stations. All approved.

c. United for Libraries – Kathy reminded us of this free resource.

d. Material Selection Policy review – The Policy was reviewed as a preventive measure based on book banning efforts in other towns. ALA has an intellectual freedom area on their website with information on books that are banned. The policy will be updated and today's review noted. A motion was made by Chris and seconded by Jen to approve the policy with no changes. All approved.

e. Safety of Minors Policy update – A motion as made by Lynn and seconded by Jennifer to accept Betsy's edits to the policy. All approved.

f. NH Room Renaming – The Board approved renaming the room to the Milford Room.

g. Town Report – Chris agreed to take the first stab at the 2021 Town Report, and will send to Janet for additional edits before going to Kathy/Betsy. It is due the 2<sup>nd</sup> week of January.

h. Any other new business – None.

### 4. **Public Questions and Comments:** None

### 5. **Old Business:**

a. Mask Policy & Reopening plan update – The board agreed via a motion by Jen and seconded by Lynn that the staff should continue to wear masks and masks will continue to be optional for the public – except for any in-person programs where masks will be mandatory. This change will be reassessed at next month's meeting.

b. BOS, CIP, PB update – Lynn gave a brief update on what happened at these meetings. A motion was made by Lynn and seconded by Chris to update the warrant article with new wording and Kathy Parenti to adjust the wording as needed.

c. Any other old business –

- Two donors have stepped forward – one for bathroom remodeling/new bathrooms and one for an outdoor deck. Quotes are being obtained for these items.
- Shirley will not return as a full Trustee but will remain as an alternate. Tracy agreed to run for her seat. Jen's term is ending and she will run again.

**6. Close Meeting:**

- a. Next Trustee meeting on 1/18/22 at 6pm.
- b. Reminder of the candidate filing which is 1/19-1/28/22 for the 3/8/22 election.
- c. BAC Meeting is 12/28/21.

**7. Post Meeting** – Tour of facilities.

**8. Non-Public Session** was not necessary. The monthly meeting was closed at 7:15pm with a motion by Janet and seconded by Chris.