



## Board of Library Trustees Meeting Minutes (amended 2/15/22) Tuesday, January 25, 2022, 6 pm

### 1 Attendance:

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

Chris Costantino, Alternate: absent  
Tracy Quirk-Berube, Alternate: absent  
Betsy Solon, Director: present  
Board of Selectman member Laura Dudziak: absent

2. **Public Hearing** – NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues over \$5,000: The Library received \$11,461 in ARPA funds.

### 3. Regular report:

a. Directors Report 1/25/22:

#### DIRECTOR'S REPORT January 25, 2022

##### STAFF NEWS

Happy New Year! COVID has diminished our staff availability since the first of the year – we are currently down 7 staff members, but managing to keep things moving along for our patrons. All NHLA, NELA and ALA memberships have been renewed for 2022. All passport agents have been recertified and we have been designated a 2022 Passport Acceptance Facility. Department Heads have been busy assisting me with the 2021 statistics and annual reports for the Town and State. The Performance Evaluation process will begin in a few weeks. I was invited by the State Library to present our ARPA project to Representative Annie Kuster (along with 4 other directors) and did so via a ZOOM call on Friday, January 21<sup>st</sup>. She was very impressed by the projects.

##### FACILITIES

- The Electrical Room suffered a major flood during the MLK holiday storm – but the new roof areas held up tremendously
- The Milford Room (former NH History Room) is slowly being transformed. Andrew discovered mold along the lower edges of the drywall so he is removing portions of the walls and replacing them. The carpeting (another source of mold) has all been removed. Next steps include painting, installing the new floor and restoring one wall of shelving.

##### PROGRAMS

In-person Children's programs have been placed on hiatus until the end of February due to the rise of COVID cases in our community. However, the ever-popular Book Bundles have returned and are rapidly going out the door. Our 31 online programs were viewed over 2000 times last year and have continued to see traffic over the past 3 weeks.

Adult programs have had very low attendance so far this month, but this week's return of Movie Mondays drew a nice crowd

## OTHER NEWS

- I've been approached by several smaller libraries who wish to borrow some of our policies and have shared 4 of them: The Security Camera policy, Staff Safety Policy, our Reconsideration of Materials policy and form, and our Volunteer Policy. Kudos to all of you on the board who developed such great documents!
- Annual Reports were submitted to the Town this week and the NH State Report will be due in March. I'm including a copy of the 2022 Statistics with this report, which show just how active we have been over the past year.
- Merrimack Public Library donated 32 cake pans to our new Library of Things – the tricky part has been figuring out how to catalog them!

Respectfully Submitted,  
Betsy Solon

Betsy added 1 item to the Directors Report:

- We received a letter from the Fire Department that they are changing their phone number so we will have to have the alarm system updated.

b. Motion made by Jen S and seconded by John to approve the 12/21/21 minutes. All approved with 1 abstain (Shirley). Motion made by Lynn and seconded by Shirley to approve the 1/18/22 minutes. All approved with 1 abstain (Jen OT).

c. Treasurer's Report – A motion was made by Jen OT and seconded by Shirley to accept the \$285 in gifts/donations collected (\$200 unrestricted and \$85 building fund). All approved.

#### 4. **New Business:**

a. Keyes Foundation Donation – A motion was made by Jen OT and seconded by Lynn to accept the \$10,000 donated by the Keyes Foundation which will be targeted for the outdoor program area. All approved.

b. COLA – The BOS has approved the Library raising the COLA from 3.5% to 4.5% as long as our bottom line does not change. A motion was made by Janet and seconded by Shirley to increase the Library COLA to 4.5% as long as the updated Town budget passes. All approved.

c. Any other new business:

- Due to the upcoming storm this weekend, Betsy will make the call Friday afternoon regarding if the Library will close due to weather.
- Jen S did a flyer for posting around town and on the website.
- We will add to the agenda after we know the results of the warrant article the following 2 items:
  - o Discussion regarding obtaining someone to work on grants for the Library
  - o Discussion regarding a recommended Capital Campaign individual

5. **Public Questions and Comments:** Jen OT relayed a question regarding the AARP tax aide program. All information is posted on the Library website.

#### 6. **Old Business:**

a. Mask Policy & Reopening plan update – No change to the mask policy at this time.

b. BOS meeting update - The BOS is not supporting the Library warrant article (3 against, 2 for). When questioned, the reason provided was that taxes are already going up and they do not wish to spend any additional money. Laura Dudziak will be doing the minority report and

the Trustees provided Kathy some input for that. Kathy then reviewed her presentation for the deliberative session and received input from the Trustees.

c. Any other old business – a question was presented regarding passport renewals. Renewals are not done at the Library, only new passports.

7. **Public Hearing** – A motion was made by Jen S and seconded by Lynn to accept the ARPA funds of \$11,461. All approved. Public session closed.

8. **Close Meeting:**

- a. Next Trustee meeting on 2/15/22 at 6pm.
- b. Reminder of the candidate filing which is 1/19 - 1/28/22 for the 3/8/22 election.
- c. Reminder of the deliberative session 2/5/22 at the Milford Town Hall. Snow date of 2/12/22. Masks are optional. The Library will be closed for the deliberative session and people may park at the Library.

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