



Board of Library Trustees Meeting Minutes

Tuesday, October 18, 2022, 6 pm

1. Attendance:

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

Chris Costantino, Alternate: present and serving as a voting member for this meeting

Shirley Wilson, Alternate: excused absence

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

2. Regular Reports: a. Directors Report 10/18/22:

STAFF NEWS

Passport agents are working on their annual training in order that the library may remain a passport acceptance facility in 2023. Passports continue to be a main revenue stream for the library.

We held a full staff meeting at 7am on 10/4 and reviewed upcoming renovation projects, department activities and all of the positive impacts the library has had on the Milford community.

Kudos to Andrew for his work on the library Pirate Ship scarecrow contest entry – lots of folks have been stopping for photos.

We are planning an afternoon tea for the three staff members who retired during COVID – details will be coming soon.

We have developed 2 new job descriptions for Trustee approval for positions that we hope to fill next year.

All staff will be attending the NELA/NHLA conference in Manchester next week.

FACILITIES

The HVAC system was switched from Air Conditioning to Heat on October 4th.

Our contract with the cleaning company ended on October 1st. We will be posting a position after approval of the Trustees. Andrew will take on the custodial tasks until we make the new hire.

We had the tree removal service return and provide a quote for the 3 trees that were identified as risks during their Spring visit. Those trees have been marked with red bows.

The Friends of the Library have donated a water bottle filling station to replace the water fountain/bubbler. It will be installed on October 25th.

The outdoor storage unit has been installed near the patio.

OTHER NEWS

We added 140 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!

We have opened the upstairs conference room for meetings.

Wreaths Around Wadeleigh will return with a new twist this year – all entries must relate to a Beatles song or album. We look forward to the creativity of our patrons!

I have been working on the grant for HVAC funds – there have been issues in acquiring a government id number for the Friends (I started the process 25 days ago and the approval is still pending). The Hillsborough County folks are also asking for some additional information regarding the capital expense of an HVAC system before they will issue a contract to us, so I will be asking for assistance.

Respectfully Submitted, Betsy Solon

Additional items raised after Betsy's report:

- Betsy discussed the 2 job descriptions she submitted for approval – Library Assistant – Public Relations and Building Services Specialist – LPT. The latter position will be for 12-15 hours per week. Both would be beginning in January, 2023. Motion made by Jen S and seconded by Chris to approve both job descriptions. All approved.
- b. A motion was made by Chris and seconded by John to approve the September 20, 2022 minutes. All approved.
- c. Treasurer's Report – A motion was made by Jen S and seconded by Janet to approve the Gifts/Donations from September of \$503. All approved.

3. New Business:

- a. CIP discussion – After discussion regarding having a warrant article for the \$237K for the restroom project or the capital reserve fund, a motion was made by Lynn and seconded by John to put a warrant article for 2023 to fund the capital reserve fund for \$50K. All approved.
- b. Tree removal – A quote was presented from Tree Care Professionals for tree removal. Betsy was requested to get quotes from Pioneer Tree and Souhegan Valley Tree Service as well for the November meeting.
- c. Display policy – A motion was made by Chris and seconded by Jen S to approve the amended Request for Reconsideration of Material or Programs Policy and supporting documents. All approved.
- d. Any other new business – None.

4. Old Business:

- a. Mask Policy & Reopening plan date – After discussion involving the Library closing at 7 Mon-Fri and staying open till 7 on Monday, it was decided to leave the current hours as is.
- b. ARPA update – We are working to respond to a form required for the distribution of the ARPA funds which is due by end of day Wednesday. Wording was discussed, and Jen S and Kathy will finalize and get to Betsy for her submittal.
- c. Cruise Night Parking for 2023 – We are waiting for the group to get back to us.
- d. Update from Friends meeting – Lynn attended the last meeting and gave a brief update on what was discussed. Janet will attend the meeting on October 26th.
- e. RFP for Capital Campaign Fundraiser – **Lynn will send out the updated document for our review of sections 4 and 6 with a return date to her by November 4th.**
- f. Staff Christmas gifts – A motion was made by Jen S and seconded by Chris to obtain \$50 gift cards for the staff from Culture. All approved. Betsy to let Janet know exactly how many and Janet will purchase them and be reimbursed.
- g. Carpet quote – As the quote from Devine expired, Betsy will obtain an updated quote for our next meeting.
- h. Any other old business – Debra Caplan from NHLTA presented Kathy with the 2022 Trustee of the Year award prior to the meeting!!!! The plaque will be hung near the Library of the Year Award in the Library. Also discussed was the 2023 budget and a motion was made by Janet and seconded by Lynn for Betsy to reduce the total percentage increase to 7%. All approved.

5. Public Questions and Comments: We welcome public comments on agenda items.

Participants must be a patron or Milford resident, comments are to be limited to items on the agenda and speakers are limited to 3 minutes for comments. If the public would like to discuss items not on the agenda, they can petition to have that discussion item be added to the next meeting's agenda. If the participant is not a resident or patron, they may petition the board to speak. No public questions/comments.

6. Close Meeting:

- a. Next meeting on 11/15/22 at 6pm.
- b. There is a meeting on Saturday, November 12th with the Board of Selectmen and the Budget Advisory Committee. Betsy will send out the link.
- c. A motion was made by Jen S and seconded by Chris to adjourn the public portion of the meeting and go into a non-public session at 7:28 pm. All approved.

7. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation.

No decisions were made in the non-public session.

A motion was made by Jen S and seconded by Lynn to end the non-public portion of the meeting and not seal the non-public minutes at 7:35pm. All approved.

A motion was made by John and seconded by Chris to close the public meeting at 7:35 pm. All approved.