



Board of Library Trustees Meeting Minutes

Tuesday, November 15, 2022, 6 pm (amended 12-20-22)

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: present; John Yule: excused absence

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

Shirley Wilson, Alternate: present and serving as a voting member for this meeting

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

Guest: Claudia Lemaire from the Milford BAC

2. Regular Reports:

a. Directors Report 11/15/22:

STAFF NEWS

The entire staff would like to thank the Trustees for allowing our team to attend the annual NELA Conference – it was a unique opportunity for all levels of staff to experience a library conference and everyone came back extremely recharged. Milford gave back to the New England library community with both Jane Martina and I presenting sessions to our peers, so the NELA organization thanks you, too!



I am currently training with Kathy Parenti on Board/Director relationships – we are working with 14 other teams from other NH communities.

Open enrollment for insurance benefits is in progress.

FACILITIES

The water filling station is scheduled to be installed on Wed. November 16th.

Andrew obtained an updated quote from Devine Flooring for carpeting and reached out to two additional tree service companies. Both companies had long lead times for quote visits – one will be here by the end of next week and the other cannot come by until mid-December.

We've posted the Building Services position in house and will be reaching out to public job sites next week.

We have begun a trial run of Princh, a software utility which allows people to print from their phones, devices and even from home as well as from the library computers. Princh affords patrons more privacy and allows for them to pay online and release their print jobs when they want them. People are loving it and we would like to replace our current Envision software with this product. In order to officially switch over, we need to give access to our Merchant Account to the vendor so they can transfer printing fees to our account on a quarterly basis. I will be asking for that permission at the meeting.

PROGRAMS & PATRONS

Program attendance is soaring. We have waiting lists for many of the yoga and craft workshops and are seeing record turnouts at story times and baby lapsit sessions. Although we were not participants in the Trick or Treat on the Oval event, we had 347 people pass through the building during that 1.5 hour event! Luckily, we had some extra glow-sticks and bookmarks to hand out.

In preparation for next summer (Summer Reading Theme is “All Together Now”) we would like permission from the Trustees to paint a mural or two on the side of the building in the O.W.L. space. The MHS award winning art teacher has agreed to help with the design and the painting of the mural(s) – we think it will be a great opportunity for people to get together and create something future generations can enjoy.

Mr. Aaron is returning on Monday, December 12th at 10am for a “1000 Books Before Kindergarten” celebration. The Friends of the Library will be providing sugar cookies, frosting and decorations for a cookie party after the music. December 19th has been set as the snow date.

We are working with the U.S. Department of State to hold a passport fair in early January. Our plan is to hold the event while students are home on break and as a way to help families who may be planning spring travel. The tentative date for the event is Saturday, January 7th from 9 to late day.

OTHER NEWS

The 2023 Library Budget was presented to the Selectmen and Budget Committee on Saturday, November 12th. Thank you to Kathy and Lynn for representing the Library.

The annual town employee/volunteer turkey luncheon will be held from noon-2 on Wednesday, December 21st. Please RSVP to me by December 12th so I can get the library count over to Tina Philbrick.

Respectfully Submitted, Betsy Solon

Additional discussion from the Director’s Report on the Princh software – Motion made by Lynn and seconded by Chris to give access to our Merchant Account to the vendor so they can transfer printing fees to our account on a quarterly basis pending our approval of their fee. All approved. A motion was made by Janet and seconded by Lynn to approve the painting of a mural or two on the side of the building in the O.W.L. space. All approved.

b. A motion was made by Chris and seconded by Jen S to approve the October 18, 2022 minutes. All approved with one abstain (Shirley).

c. Treasurer’s Report – A motion was made by Jen S and seconded by Shirley to approve the Gifts/Donations from September of \$77.04. All approved. Additional discussion items:

- It is anticipated there will be approximately \$10K leftover in our budget this year. Typically, half goes back to the town and the other half goes to downloadable books. Betsy is asking the staff if there are any necessary items those funds could be used for and she will report back next month.
- 2023 budget figures should be ready to review in December.
- Claudia Lemaire from the BAC was present and we discussed the recent BAC meeting where the Library was again not included in the Town detail budget. The funding of the Library Capital Reserve fund of \$50K was discussed.
- The ARPA paperwork requires the Library to have liability insurance. Betsy will call Primex to see if a rider can be added to the town insurance. Estimated cost is \$1.5K - \$2K. A motion was made by Jen S and seconded by Lynn to authorize obtaining liability insurance required for the ARPA grant at a cost no greater than \$2.5K. All approved.

3. New Business:

a. Job description update to include working remotely – A motion was made by Lynn and seconded by Chris to approve the Remote Work Policy as amended. All approved.

b. Nepotism Policy – A motion was made by Jen S and seconded by Lynn to approve the Nepotism Policy Betsy presented. All approved. As part of the Policy project, Policies will be numbered and standardized.

c. Teen library cards – A motion was made by Lynn and seconded by Chris to approve the Library Cards and Circulation Policy as amended. All approved.

d. Princh – see note above following Director’s Report.

e. Update policies – A motion was made by Lynn and seconded by Chris to approve the Conflict of Interest Policy as amended. All approved. A motion was made by Jen S and seconded by Shirley to approve the Compensation, Hours of Work and Other Employment Details Policy as amended. All approved.

f. Trustee education – in January we will start to include in the meeting a brief item for training/retraining for the Trustees.

g. Other new business:

- Janet discussed the fundraiser (Sarah Andrews from Andrews Coaching and Consulting) that the Mont Vernon Library is using. It was noted that she should receive the RFP we are preparing. Additional feedback will be passed along if it is provided from Mont Vernon Library Director.
- Janet provided a summary of the October 26th Friends meeting.
- In light of the lack of applicants for the Building Facilities position, Betsy asked for and received some referrals for other individuals to approach about providing snowblowing/shoveling service for the Library. Trustees are asked to provide any additional names they come across so Betsy can contact them.

4. Old Business:

a. Mask Policy & Reopening plan date – No change.

b. ARPA update – See notes above under Treasurer’s Report re: liability insurance.

c. Update from Friends meeting in October provided under ‘Other New Business’ above.

d. RFP for Capital Campaign Fundraiser – A lengthy discussion was had regarding the aim and wording of our RFP. Kathy will get to the Exeter, Goffstown and Peterboro Libraries to learn how they did their RFP’s. Also discussed:

- Having flyers and information out at the deliberative session,
- Updating the Library website and Facebook page with what we are looking for
- Posting it on the NHMA website
- Asking Jason from SMP where he recommends posting it.
- As mentioned above, RFP should be sent to Sarah Andrews at Andrews Coaching and Consulting (<https://sarah-andrews-ph7k.squarespace.com/>, 603-493-5071), as well as Betsy McNamara at Full Circle Consulting (info@fullcirclenh.com, 603-219-0699).
- Betsy will send out a zoom meeting notice for Tuesday, November 29th for 6pm for a working session on the RFP.

e. Tree removal update – Betsy is waiting for one other estimate.

f. Carpet – Update quote received from Devine Flooring. A motion was made by Jen S and seconded by Lynn to approve the use of \$9,538.89 for Devine Flooring from the Town appropriation funds for carpet. All approved.

g. Any other old business – None.

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 12/20/22 at 6pm.
- b. There is a budget and bond hearing on 1/9/23 at 6:30pm in the BOS room.
- c. Dates for candidacy – pertinent for John and Lynn – are 1/25/23 thru 2/3/23 at the Town Clerk's office.

A motion was made by Lynn and seconded by Shirley to adjourn the meeting at 8:15pm. All approved.

7. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation. No non-public meeting was necessary.