



## Board of Library Trustees Meeting Minutes

Tuesday, April 18, 2023, 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**): excused absence; Tracy Swisher: present; John Yule: present

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: present and voting for Jen Siegrist

Betsy Solon, Director: present

Board of Selectman member Tim Finan: present

### 2. Public Hearing opened by Betsy Solon: NH RSA (31:95(b)) Request for

Acceptance and Appropriation of Unanticipated Revenues over \$5,000 (*Friends donation of ARPA Funds in the amount of \$406,947.50, Trust Funds 2022 Interest of \$9,028.02*).

### 3. Election of Officers

- a. Election of Officers (Chair, Co-Chair, Secretary, Treasurer). A motion was made by Lynn and seconded by Janet to elect Kathy Parenti as Chair. All approved. No co-chair at this time. Kathy now took control of the meeting from Betsy Solon. A motion was made by Lynn and seconded by Kathy to elect Janet Hromjak as Secretary. All approved. A motion was made by John and seconded by Tracy to elect Lynn as Treasurer. All approved.
- b. Revisit rules regarding Trustee duties, behavior – Kathy has a new document she will send us regarding this.
- c. Revisit meeting schedule – the Trustee meetings will remain the third Tuesday of the month at 6pm.

### 4. Regular Reports:

- a. Directors Report 4/18/23:

#### STAFF NEWS

- Performance Reviews/Conversations are nearly finished and all but the 3 college student reports will be completed by the end of this month. As usual, copies of the reviews will be sent over to Karen in HR.
- All COLA increase paperwork has been submitted to Payroll. There was a change to the paperwork for salaried employees this year (documents are no longer prepared to show hourly rate – annual salary is to be used instead). COLA did not affect the substitute's pay rate.
- We will soon be advertising for a morning circulation assistant, an afternoon page and a part-time reference assistant. The Facilities Manager remains unfilled at this time. We would like to have all new staff in place before the onset of Summer Reading.
- New employee paperwork has been updated to the 2023 versions of IRS and government forms.

#### FACILITIES

- The HVAC motor in the Children's Room has been replaced
- I will contact Denron Hall to switch the heat over to air conditioning for early May, if possible
- New parking lot signs have been purchased and will be installed pending tonight's discussion
- Carpeting of the main floor has been scheduled for May 15th - 17th. Since the public restrooms will be unavailable, we will revert back to curbside service for those days. Laptops will be available for patrons to use at the picnic tables and wireless printing will still be active. Passport and Notary services will take place in the lobby while youth programs will be held outside on the patio. It's possible that we may be able to let patrons into the building for 10-15 minutes to browse, depend-

ing on the amount of furniture and shelving that has to be rearranged. I will be onsite to oversee the work.

- While the carpeting work is in progress, the Keyes Room and J-Fiction areas will be repainted
- The new furniture for the J-Fic area has been ordered
- The Friends' book donation bin has been installed in the parking lot

## **OTHER**

- Zoom has been renewed for another 12 months.
  - I placed a notice for tonight's Public Hearing to accept gifts greater than \$5000 with the Nashua Telegraph
  - The 2022 Annual Report is complete and will be filed with the NH State Library.
  - The Trustees of the Town Trust Funds have sent over the Library's 2022 disbursement.
  - The current balance of Library Impact fees is \$44,510.65.
  - Many thanks to Kathy for preparing the ARPA quarterly report and the request for an extension.
- Respectfully Submitted, Betsy Solon

A motion was made by Lynn and seconded by Janet to approve the delayed opening of the Library on 5/2 for CPR training for the staff if it is available. All approved.

b. Review and approve minutes – a motion was made by Shirley and seconded by John to approve minutes from 3/20/23 and 3/21/23. All approved with one abstain (Shirley).

c. Treasurer's report – A motion was made by Shirley and seconded by Janet to accept a total of \$11,127.02 which includes \$9,028.02 of interest from the Trust Funds, a \$50 donation in honor of Arleen Levenson and \$49 from the donation jar through 3/31/23. All approved.

A motion was made by Janet and seconded by Shirley to accept the monies that the Town returned to us from Appropriations and designate it for the Trustee Funds. All approved. A motion was made by Lynn and seconded by Tracy for Betsy to spend up to \$250 for a staff appreciation lunch. All approved. There was discussion on the draft document that Betsy and Lynn created entitled 'Funding Sources and Expenditure (Uses) Guidelines'. This will be helpful to explain this topic to residents during the Capital Campaign.

### **5. New Business:**

a. Memo to BOS re: parking lot – The Oval Improvement Project was discussed and its impact on the Library parking lot including:

- We must be code current with ADA spaces (3)
- Clarifying the number of town parking spaces
- Make the town parking spaces for town employees only – this would be easier to control & manage. Need accurate number of town employees.
- We should add the DPW to the conversation.

b. HVAC update – Kathy completed the quarterly ARPA report. The equipment is due here in August, with work commencing in September, general work done by end of October and finish work done by end of December. Additional roofing estimates are being obtained from commercial sources.

c. Feasibility study – Contract signed with SRG for the feasibility study and check sent. Kickoff zoom meeting on 4/25/23 at 8:30am. The zoom link will be sent. The companies that were not selected for the feasibility study have been notified.

d. Other new business:

- At the NHLTA Education Committee meeting today the regional Library meetings in Jefferson and Madbury were discussed. Raymond is having issues with various challenges. We are in a good place as we have our policies documented and up to date.

- Betsy made us aware that there are more homeless in the Library recently. She inquired if we wanted to open up the Library to emotional support animals, but the Trustees were not in favor of that.
- National Library week (which is next week) was discussed briefly.

**6. Old Business:**

- a. Mask Policy and reopening plan update – no change.
- b. Policy review – A motion was made by Lynn and seconded by John to accept the Security Camera & Information Policy, the Theft or Damage Policy and the Solicitations and Sales Policy (as amended). All approved.
- c. The next Friends meeting is Wednesday, 4/19 at 7pm.
- d. Donate book bin – Additional signage was recommended for the new book donation bin in the parking lot (i.e. NOT for Library books, or something similar). Betsy will discuss with the Friends group.
- e. Other old business – none.

**7. Public Questions and Comments:** We welcome public comments on agenda items. Per our Communication with the Board Policy, 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.

**8. Close Public Hearing** – a motion was made by Lynn and seconded by Tracy to close the public hearing. All approved.

**9. Close Meeting:**

- a. Next meeting on 5/16/23 at 6pm.
- b. NHLTA annual conference 5/9 at the Grappone Conference Center in Concord. The Library will pay for Trustees attending. Peterboro is hosting a Regional Library meeting on 9/2. More information to follow.

A motion was made by Lynn and seconded by Tracy to end the public portion of the meeting and accept the Friends donation of ARPA funds in the amount of \$406,947.50. All approved.

**10. Non-Public Session under RSA 91-A:3; II (a & C) Personnel & Reputation.**

A motion was made by Lynn and seconded by Janet to go into a non-public session. All approved

No decisions were made in the non-public session.

A motion was made by Lynn and seconded by Shirley to end the non-public portion of the meeting and not seal the non-public minutes at 7:55pm. All approved.

A motion was made by Shirley and seconded by Lynn to close the public meeting at 7:55 pm. All approved.