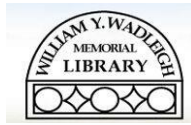


\*\*\*\*Please note:

There were 3 special meetings/work sessions in March 2023 to evaluate RFPs for a Fundraising Consultant. The minutes from those meetings as well as the approved minutes from the regular March 21 Trustee Meeting are included in this document.



## Board of Library Trustees Meeting Minutes

Tuesday, March 8, 2023, 6 pm

### 1. Attendance:

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

Chris Costantino, Alternate: excused absence  
Shirley Wilson, Alternate: excused absence  
Betsy Solon, Director: present  
Board of Selectman member Laura Dudziak: absent

### 2. New Business:

a. Motor replacement HVAC in children's room – a motion was made by Jen OT and seconded by John to spend \$940 to fix the motor for the HVAC in the children's room. All approved.

### 3. Other Business:

a. RFP submission discussion – discussion was held on references gathered for the 3 companies coming in during March. We will wait to send out the letters to those companies that were not chosen for interviews until after the interviews with the 3 companies listed above.

It was decided to give the 3 companies coming in for interviews 5 minutes for an introduction, then 15 minutes for a brief presentation before we began our questions. The group came up with the questions below, which Lynn volunteered to put in a meaningful order:

- How many campaigns do you manage at one time?
- How do you handle negative responses and work with people who have a negative pre-conceived notion of the Library?
- Is coaching available after the contracts ends and if so, what is the cost?
- What is your experience with Library or municipal buildings?
- Were those projects successful and how did you measure success?
- What other opportunities are there for monies for public libraries that we are not aware of besides local funding?
- Please walk us through your process for starting the feasibility study.

b. Other business – Kathy updated us on a parking lot issue she is working on with the town.

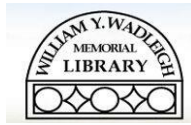
### 4. Close Meeting:

- a. Special meetings – 3/13 starting at 4pm and 3/20 at 5pm.
- b. Next regular meeting 3/21 at 6pm.
- c. Election Day 3/14 6am-8pm at the Milford High School

A motion was made by Lynn and seconded by John to adjourn the meeting at 6:48 pm. All approved.

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

No non-public meeting was necessary.



## Board of Library Trustees Meeting Minutes

Monday, March 13, 2023, 4 pm

### 1. Attendance:

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

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: excused absence

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

### 2. Other Business:

a. RFP submission interviews – The Trustees met with 2 of the 3 companies we are interviewing for the feasibility study. We went over the questions listed below and had excellent discussions with both companies. Items discussed:

- 5 minutes for an introduction
- 15 minutes for a brief presentation before we began our questions.
- What is your experience with Library or municipal buildings?
- Were those projects successful and how did you measure success?
- How do you handle negative responses and work with people who have a negative pre-conceived notion of the Library?
- What other opportunities are there for monies for public libraries that we are not aware of besides local funding?
- Please walk us through your process for starting the feasibility study.
- How many campaigns do you manage at one time?
- Is coaching available after the contracts ends and if so, what is the cost?

Each Trustee took their own notes and we will compare all 3 companies after the next meeting.

b. Other business – Parking lot issue: Kathy met with several of the town employees and updated us on the issue.

### 3. Close Meeting:

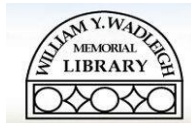
a. Next Special meeting – **3/20 at 5pm** with the last of our 3 companies to interview for the feasibility study.

b. Next regular meeting 3/21 at 6pm.

c. **Election Day moved 3/28** 6am-8pm at the Milford High School

The meeting adjourned at 6pm.

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



## Board of Library Trustees Meeting Minutes

Monday, March 20, 2023, 5pm

### 1. Attendance:

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

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: excused absence

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

### 2. Other Business:

a. RFP submission interviews – The Trustees met with the final company we are interviewing for the feasibility study. We went over the questions listed below and had an excellent discussion. Items discussed:

- 5 minutes for an introduction
- 15 minutes for a brief presentation before we began our questions.
- What is your experience with Library or municipal buildings?
- Were those projects successful and how did you measure success?
- How do you handle negative responses and work with people who have a negative pre-conceived notion of the Library?
- What other opportunities are there for monies for public libraries that we are not aware of besides local funding?
- Please walk us through your process for starting the feasibility study.
- How many campaigns do you manage at one time?
- Is coaching available after the contracts ends and if so, what is the cost?

Each Trustee took their own notes and we will compare all 3 companies at the 3/21 Trustee meeting.

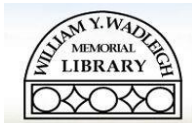
### 3. Close Meeting:

a. Next Trustee meeting 3/21/23 at 6pm.

b. **Election Day moved to 3/28** 6am-8pm at the Milford High School

The meeting adjourned at 6:10pm.

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



## Board of Library Trustees Meeting Minutes

Tuesday, March 21, 2023, 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; Tracy Swisher: excused absence; John Yule: present

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: excused absence

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

**2. Discussion – Lincoln Daly, Town Administrator** – Topic of discussion was working with the Library to use funds available from the DOT to redo the Library parking lot to add additional spaces and include town parking. Retrofitting the drainage and stormwater system was also discussed as well as new parking lot lighting. We want to ensure we would have town support if we have to deal with non-patrons taking up patron parking spaces. A motion was made by Lynn and seconded by John to support working with the town on the downtown improvement project. All approved. This will be discussed at the upcoming Monday Board of Selectman meeting at 5:30pm at the Town Hall. Lincoln also discussed money available for environmental testing of the building and parking lot area. A motion was made by John and seconded by Jen S to move forward with the assessment and remediation effort. All approved.

### 3. Regular Reports:

a. Directors Report 3/21/23:

#### STAFF NEWS

- Congratulations to Jane Martina, Trina McLenon and Katie Spofford for being asked to present their subscription book box program to their NH peers at the NHLA Annual Conference on May 5<sup>th</sup>. Once again, Milford's WML is leading the way!
- We will begin the process of expanding our team by hiring a new circulation desk assistant, reference assistant and afternoon page once we know the 2023 proposed budget has passed. We're starting with a pool of excellent candidates who applied for the Fall openings and will open up the positions to the public if the positions remain unfilled. The Facilities position remains unfilled at this time.
- We will be hosting a Paralibrarian course on March 21<sup>st</sup> for NHLA members and six WML staff members will be attending to earn points towards their Paralibrarian certification.
- Four staff members will attend the PRIMEX Annual Conference in May.
- We are continuing the Performance Review process.
- I am working with Rodney Dunn at EMS to get library staff CPR certified and may need to ask for a delayed library opening on a Tuesday in May in order to maximize attendance.

#### FACILITIES

- On March 6<sup>th</sup> Stanley Elevator was called in to handle the water in the elevator shaft (\$816)
- On March 8<sup>th</sup> the new HVAC company did a walk-through to finalize plans
- I met with Kathy, Lincoln & Arene on March 13<sup>th</sup> to discuss library parking lot use. As a result of the meeting, we will restore the signage indicating "Library Use Only During Service Hours" and will add the library hours to the main welcome sign
- Classic Signs is repainting our door sign to match our post-Covid hours
- Children's HVAC – Denron Hall replaced the broken motor on March 17<sup>th</sup>

- I am keeping a list of maintenance issues/tasks that are ongoing or outstanding while we are without a Facilities manager and addressing them as I am able.

## **PROGRAMS & SERVICES**

- The Summer Reading Program will begin on June 16<sup>th</sup> and run for 7 weeks. Great plans are underway! Staff will be reaching out to local businesses in person, via letter and on social media to offer them the opportunity to present their organization to our patrons, sponsor an event or donate a prize. I reviewed our Solicitation Policy and it allows me to determine if a presenter can sell their products, so there is no need to create a new policy.
- Michelle D. has coordinated with the other town departments to bring vehicles over to the library lot for “Big Truck Day” in June. We will serve lunch to those drivers who participate.

## **OTHER NEWS**

- The Friends’ book donation bin is ready to be installed. I asked them to hold off until the snow has melted and recommended that the bin company prepare to do some basic site-work as the chosen location (near the Yoga Studio and sidewalk) is somewhat sloped.
  - I will renew the Library’s ZOOM account for another year
  - The annual State Library report will be complete and submitted by March 27<sup>th</sup>.
- Respectfully Submitted, Betsy Solon

b. Review and approve minutes – a motion was made by Jen OT and seconded by Lynn to approve minutes from 3/8/23, 3/13/23 and 2/21/23 (as amended). All approved with one abstain (Jen S).

c. Treasurer’s report – A motion was made by John and seconded by Jen S to accept donations through 2/28/23 of \$2,038. All approved.

Staff request for funding of items: A motion was made by Jen S and seconded by Janet to approve the following items. All approved:

- New shelving/furniture for Juvenile Fiction Area of up to \$5,000, Community Big Read Summer 2023 of up to \$2,500 and Gift to SHARE based on summer reading goals of up to \$500– all out of Unanticipated Income
- Summer reading for adults and teens of up to \$2,000 from Gifts & Grants
- Carpet installation of up to \$3,000 from Town Appropriations

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

a. Library signage – purchasing a small sign with the hours on one side and ‘closed’ on the other was agreed to. It will be hung on the bottom of the large wooden sign at the top of the parking lot easily visible by patrons.

b. The Library will open at 1pm on Tuesday, May 2<sup>nd</sup> so staff can be CPR trained. All are welcome.

c. Other new business - none

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

a. Mask Policy and reopening plan update – no change.

b. Policy review – A motion was made by Janet and seconded by Lynn to accept the Gift Policy and the Request for Reconsideration of Materials, Programs, Exhibits or Displays Policy as amended and the Bulletin Board Policy. All approved.

c. Roof replacement – A ballpark estimate of \$140K-\$150K was received for the roof repair from the one contractor that responded (3 were contacted).

d. The next Friends meeting is Wednesday, 3/22. No Trustee presence is requested as there will only be 2 people attending.

e. Kathy gave an update on a conversation she had with Brian Gehris from Milestone regarding machinery placement for the project. Also, the ARPA check has been received by the Friends and will be deposited after 4/30. The public hearing for acceptance of those funds will occur at the next Trustee meeting on 4/18, where officers will be elected.

f. Other old business – none.

**6. Other Business** – A lengthy discussion was held to determine which company we would be going with for the feasibility study. Betsy also mentioned looking into capital campaign software. The wording was agreed to on for the letters going to those companies not chosen for the feasibility study.

**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 Meeting:**

a. Next meeting on 4/18/23 at 6pm – also election of officers and public hearing.

b. NHLTA annual conference 5/9 at the Grappone Conference Center in Concord. The Library will pay for Trustees attending.

c. Betsy is on vacation from 3/28-4/17 and Kathy from 3/28-4/6.

d. Please send your comments on Betsy's review to Janet and she will consolidate them for the next meeting.

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

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