



Board of Library Trustees Meeting Minutes

Tuesday, January 17, 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 on phone

Chris Costantino, Alternate: present and serving as a voting member for this meeting only after John Yule had to leave the meeting (see Old Business, ARPA Update)

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

Betsy Solon, Director: present

Board of Selectman member Laura Dudziak: absent

2. Regular Reports:

a. Directors Report 1/17/23:

STAFF NEWS

Happy New Year! We started the year off with a bit of illness moving through the staff, but fortunately our college student employees have been home on break and able to substitute. Our staff goals for 2023 are predominantly safety-oriented: getting everyone certified/re-certified in CPR/AED, reviewing emergency exit plans and fire safety procedures, assisting patrons with a "roving reference" staff member, and working through Primex safety courses. Kathy Prevey-Levin has stepped up to be the new JLC representative for the library (replacing Andrew) and both Jane and Mary Ann will be learning how to do payroll. On January 12th the entire Reference team attended a workshop on best reference practices and legal resources for patrons. All passport acceptance agents completed 2023 training.

FACILITIES

- Three trees were removed from the library parking lot area during the first week of January– we will need to move the mulch once it has unfrozen, as that was not part of the contract.
- On December 23rd the roof began leaking in 3 places and driving water into the building over by the exit to the new patio. Vaillancourt Roofing came out to give a repair estimate, then stated that we need a completely new roof. They provided an excellent video of the roof condition which I will share at the Trustee meeting. In the meantime, we reviewed library records and discovered that the rubber roof sections were installed in 1986, while the tiled areas were re-done in 2001/2002. It makes sense that the roof is failing. If any of the library warrants had succeeded over the past 8 years, this would not be an issue, but unfortunately, we are at the point where something has to be done in order to preserve the structure of the building and prevent further degradation/damage to the facility.
- DPW continues to clear our sidewalks when they are in the area; circulation staff has been spreading ice melt as needed along the walkway from the parking lot to the main door

PROGRAMS

We've begun a new series of Community programs in collaboration with other Town departments. An 8-week series of Saturday morning parenting programs sponsored by Milford Thrives began on January 7th and will continue through March. The Passport Fair held on January 7th brought in folks from all over the state and we successfully accepted 63 passports for submission.

OTHER NEWS

I've been working on annual statistics for the Town and State reports. Milford annual reports are due

January 24th, while the State numbers are due by the end of March. At first glance, our circulation numbers have increased slightly while our service numbers (notary, passport, printing, computer use and program attendance, etc.) have more than doubled since 2021. The library is definitely being used!

Respectfully Submitted, Betsy Solon

Additional discussion from the Director's Report:

- \$5K raised so far from 137 passports processed
- Betsy reached out to the new Brewing Company business on the Oval and they are interested in something like 'Books & Brews Book Club'. More to come.
- Requests for quiet study rooms have greatly increased.
- Some of the patrons have been seen going into restricted areas and disregarding signs. The staff is handling it.
- The Friends next zoom meeting on 1/25/23 at 7pm was mentioned – Jen OT and Jen S volunteered to attend.

b. A motion was made by Shirley and seconded by Lynn to approve the December 22, 2022 minutes. All approved.

c. Treasurer's Report – A motion was made by Shirley and seconded by Janet to approve the Gifts/Donations from December of \$375 specified for general adult programs and \$37 for the building fund for a total of \$412. All approved.

3. New Business:

a. Budget and Bond hearing – Discussion was held on this meeting and the proposed \$25K bond for the Library's capital reserve fund.

b. Policy review – A motion was made by Jen S and seconded by Lynn to approve the Parking Lot policy as amended. All approved. Trustees are to send their rewrites of the Communication with the Board Policy to Janet to consolidate and it will be reviewed next month.

c. Roof – Betsy played a short video that Vaillancourt Roofing took showing the issues with the roof. Kathy will get some roofing referrals from Milestone so we can get 3 estimates and she will inquire who the Town is using to do their roofing project.

d. Trustee education – a Trustee education document was reviewed. It was decided that the Trustees would attend the **2/22/23** Friends meeting as an opportunity to thank them for their part in the HVAC program coordination - **from 6:30-7pm**. It would also be beneficial to have a Trustee representative at all the Friends meetings and a Friends representative at all the Trustee meetings.

e. Town Report due 1/26/23 – Updating was done to the Trustee Annual Report and Kathy will send it out again for a final review.

g. Other new business:

- The unfortunate passing of DJ Belanger, the Owner of Culture was discussed. That was where we had bought some gift cards for Staff.

- Janet brought a pamphlet that Amherst Library prepared for patrons regarding their staff favorite 2022 reads. Jen S volunteered to do the layout if our Staff wanted to do one for 2023.

4. Old Business:

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

b. ARPA update – Due to cost, the decision was made not to go with a Commissioning Service for the project. Eckhardt & Johnson will pick up some of those duties. After review, a motion was made by Jen S and seconded by Lynn to approve the Milestone Engineering & Construction Budget Summary for our Replacement Mechanical Design Build Project of \$1,111,534.78. John had to drop off the meeting and Chris now voted as alternate for him. All approved.

c. RFP for Capital Campaign – Kathy briefed us on the responses to our RFP with one proposal back so far. A brief discussion ensued regarding the updating of our copyright on the Library website. One of the staff will look into this issue.

d. Tree removal update – Tree removal complete, the remaining woodchips will be removed in the spring.

e. Estimated end of year town appropriations – There will be approximately \$11K going back to the Town.

f. Friends liaison the next meeting – discussed earlier.

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 2/21/23 at 6pm.

b. First date to file for candidacy – 1/25/23 at the Town Clerk's office.

c. Last date to file for candidacy – 2/3/23 at the Town Clerk's office.

d. Deliberative session is 2/4/23 starting at 9am.

A motion was made by Lynn and seconded by Jen OT to adjourn the meeting at 7:55pm. All approved.

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