



## Board of Library Trustees Meeting Minutes

Tuesday, May 16, 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: present on phone; John Yule: present

Chris Costantino, Alternate: present  
Shirley Wilson, Alternate: excused absence  
Betsy Solon, Director: present  
Board of Selectman member Tim Finan: present

### 2. Discussion – the Grange:

No-one had any concrete information to update on this topic.

### 3. Regular Reports:

#### a. Directors Report 5/16/23:

#### STAFF NEWS

- We brought in lunch for staff during the Carpeting project and it was much appreciated – thank you, Trustees!
- Our four team members who presented at the NHLA Conference on May 5<sup>th</sup> reported great success and good feedback from attendees.
- On May 2<sup>nd</sup>, 16 library staff members attended CPR training provided by the Milford Ambulance crew – many thanks to Eric and his team for the excellent instruction!
- Kathy and I had a preliminary discussion with Lincoln and Leo about moving the library facilities tasks under the DPW umbrella next year – it will be something to consider during the next budget preparation. For this summer, one of our college students will take on the mowing and landscaping duties.

#### FACILITIES

- The HVAC is scheduled for turnover from heat to AC on May 18<sup>th</sup>. We have the buckets and kiddie pools ready for any potential leaks!
- The carpeting project began on May 15<sup>th</sup> and will continue through May 17<sup>th</sup>
- We found a small sinkhole in the new patio – the builders were very responsive and had it repaired within a day of its discovery.
- Our electrician researched replacement of the 4 halogen fixtures that provide light over the new book and the magazine section. He stated that running them is like running 4 refrigerators, so it's no wonder we have saved on electricity since keeping them off. He found equivalent LED versions of the lights and provided a quote for installing them. Patrons have complained about the darkness in those areas in the evenings, so I will bring the quote to the meeting.
- While the library was curbside-only during the carpet project, both the Keyes meeting room and the juvenile book section got a fresh coat of paint

#### PROGRAMS

- We had a great gardening program with Milford Thrives on May 11<sup>th</sup> – over 100 people attended to plant flowers for the library property. The event was such a success that the organizers plan to make it an annual event.
- Summer Reading is just around the corner – I'll bring sample flyers to the meeting.

## OTHER NEWS

- The CIP forms have been distributed - each department needs to get them back by 5/26
- Kathy and I attended the annual Wadleigh Development Fund meeting on April 25<sup>th</sup>
- The Masons will hold a breakfast fundraiser for the library on Sat. May 20<sup>th</sup> from 8 – 11am

Respectfully Submitted, Betsy Solon

Additional items discussed:

- Are there any 'green rebates' for the replacement of the 4 halogen lights since the total of the work could be around \$6K. Betsy will research for the June meeting.

b. Review and approve minutes – a motion was made by Lynn and seconded by John to approve minutes from 4/18/23. All approved with one abstain (Jen OT).

c. Treasurer's report – A motion was made by Jen S and seconded by Kathy to accept a total of \$2,530 which includes \$2,500 from the Development Fund for Summer Reading and \$30 from the donation jar (Building Fund) through 4/30/22. All approved.

### 4. Old Business:

a. Roof update – Since the Library is a Town owned building, it was determined during the 5/8/23 BOS meeting that the Town will draft an RFP to go back out for roof quotes to ensure the quotes are 'apples to apples'. The work should not interfere with the Summer Reading program and must coordinate with the HVAC work. How much the Town would pay towards the roof was discussed at the meeting, but nothing was finalized. We need an MOU with the BOS so everyone is clear on their roles and responsibilities.

b. Parking/oval improvement, park – Tracy will ask her husband Brandon to assist with the design of a common garden/park area on Library grounds. A Park Committee was developed consisting of Tracy, Lynn and Jen OT. It was suggested that we enlist Chuck from DPW and also involve the School children at some point. The committee will meet the first week in June.

c. Friends meeting – Jen S and Chris volunteered to attend the next Friends meeting (5/24 at 7pm).

d. HVAC update - Eckhardt & Johnson and Milestone met regarding the HVAC. We filed for an ARPA extension.

e. Other new business - We learned from the recent RSA training that the Trustees can meet socially and not violate the RSA statutes!

### 5. New Business:

a. Trustee Education – Information was shared from the NHLTA Annual Conference which Janet and Kathy attended last week. We should have an elevator speech which we all (Trustees, Staff, Friends, etc.) can use about the Library – especially for challenges. Innovative ideas from other Libraries 'like Garden Starters' were shared. **Kathy sent out a word document for us to review and come up with talking points for our next meeting.**

b. Update/Strong Group Feasibility study – Janet gave an update on the work that is being done with Chris Strong. **A meeting was set for Tuesday, 5/23 at 5pm to start our development of the 90 names we will need for interviews. Please be thinking about this before the meeting.**

c. Mural – An art teacher from the High School wants to do a mural on the wall by the main doors. It will be a community project. All were in favor of this.

d. Other old business:

- John will handle the CIP forms which are due to the town by 5/26. We decided to put the Expansion for 2026, the electrical work for 2025 and the upstairs and downstairs bathrooms for 2024.

- Policies – a motion was made by Lynn and seconded by Jen OT to accept both the Weather Emergency Policy and the 3D Printer Policy. All approved. The Weapons Policy will be amended with inputs from John and brought forth again next month for approval.

- Based on input from Betsy that the only remaining fines (on adult brand new books) are not serving as a deterrent, a motion was made by John and seconded by Kathy to remove all remaining fines. All approved. The Fine and Rate Schedule Policy will be amended and reviewed next month.

**6. 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.

**7. Close Meeting:**

- a. Next regular meeting on 6/20/23 at 6pm. Trustee working meeting on 5/23/23 at 5pm.
- b. Mason's breakfast 5/20/23 from 8-11am.
- c. Next Friends meeting 5/24/23 at 7pm.

A motion was made by Lynn and seconded by John to adjourn the meeting at 7:25pm. All approved.

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