



## Board of Library Trustees Meeting Minutes - amended

Tuesday, July 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**): present on zoom; Tracy Swisher: present; John Yule: present

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: excused absence

Betsy Solon, Director: present

Board of Selectman member Tim Finan: absent

Guests: Lincoln Daly, Town Administrator; Brandin Swisher, landscaper; Greg Bakos, VHB and Jason LaCombe, SMP

2. **Discussion re: parking lot improvements** – 3 draft conceptual design alternatives for redoing the parking lot were reviewed with much discussion to include the required garden area (getting a plaque was discussed to put in the garden for historical purposes). The town will take the points presented in the discussion and go back to tweak the designs which will be discussed at the next Trustee meeting on 8/15/23.

### 3. Regular Reports - a. Directors Report 7/18/23:

#### STAFF NEWS

- Everyone has been out straight with Summer Reading activity and the increased foot traffic at the Library – we should have some exciting statistics to share in August!
- We have advertised for 2 positions and plan to interview candidates for the circulation desk job during the week of July 17th

#### PROGRAM HIGHLIGHTS

- Our Summer Reading numbers (registered readers, program attendance, hours/books read, and circulation) have already exceeded last year's statistics
- As of Friday (7/14) the summer readers have earned 3171 "badges" towards our goal of 3,750. It's looking as if SHARE will be getting that \$500 donation!
- Don't forget about the family concert on Sunday, July 23<sup>rd</sup> at 1pm

#### FACILITIES

- Air Conditioning – we noticed a gradual warming of the library starting the week after all of the roofing bids were made. Once the temperature inside was averaging 80+ degrees, we called in for HVAC repairs, but had to wait several days for service. The technician who worked on our issue was able to determine the problem very quickly - someone had been up on the roof and physically turned off the chiller. He flipped the switch back on and we had cool air running again (for the cost of \$238)
- Fire Panel – Our fire panel inspection and elevator inspection took place on July 12<sup>th</sup> – both units passed
- DPW has us on their schedule for mowing every 2 weeks until the end of the season

Respectfully Submitted, Betsy Solon

Additional discussion: Due to an incident at the Library recently, a new feedback form has been created for patron use. Jane Martina, Head of Reference and Adult Services has tendered her resignation – she will be missed!

b. Review and approve minutes – a motion was made by John and seconded by Tracy to approve minutes from 6/20/23. All approved via roll call vote.

c. Treasurer's report – A motion was made by Janet and seconded by Tracy to accept a total of \$1,812 in gifts/donations through 6/30/23. All approved via roll call vote.

#### **4. Old Business:**

a. Roof update –The Town is getting additional information from the respondents to the RFP – then they will interview 2-3 companies to keep with the estimated completion date of mid September.

b. The updated Funding Sources and Expenditure (Uses) Guidelines document was reviewed. All approved via roll call vote. The document will be posted on the Library website.

c. Friends of the Library Liaison – Jen S's fundraising discussion with the Friends was reviewed. Further discussion was tabled until next month.

d. HVAC update – the HVAC work will be more complicated than earlier thought. The design is still being worked on.

e. No other old business.

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

a. Policy discussion – A motion was made by Lynn and seconded by Tracy to approve the Public Relations Policy, the Staff Security in Library Building Policy and the Equipment Loan Policy (the latter two as amended). All approved via roll call vote.

b. Patron purge – Betsy presented a listing from the year 2000 thru 2018 of \$47,607.63 due to the Library by patrons for missing items. A motion was made by Janet and seconded by Tracy to forgive the monies from the year 2000 to 2012 and purge the patrons from the database. Going forward this list will contain only 10 years of data.

c. Update/Strong Group Feasibility study – Kathy expressed great concern that everyone was not working to schedule people for interviews for the feasibility study and reminded everyone we are paying Strong Resources Group \$40,000 for this study. **All Trustees who haven't selected some names to call for scheduling were again encouraged to go in to complete the document so the work is spread evenly.**

d. Memo of Understanding (MOU) – Janet prepared a draft MOU piecing together documents posted on the NHLTA website for our use with the Board of Selectman. **This will be sent out again and review was tabled until the Trustee meeting in August.**

c. No other new business.

#### **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 8/15/23 at 6pm.

b. Next Friends meeting 8/22/23 at 7pm.

A motion was made by Lynn and seconded by Tracy to go into non-public session at 7:57pm. All approved via roll call vote.

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

No decisions were made in the non-public session.

A motion was made by Lynn and seconded by Tracy to end the non-public portion of the meeting and not seal the non-public minutes at 8:18pm. All approved via roll call vote.

A motion was made by Lynn and seconded by Tracy to close the public meeting at 8:18 pm. All approved via roll call vote.