



## Board of Library Trustees Meeting Minutes

Tuesday, November 21, 2023, 6 pm

### 1. Attendance:

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

Chris Costantino, Alternate: excused absence

Shirley Wilson, Alternate: present

Betsy Solon, Director: present

Board of Selectman member Tim Finan: present

Guest - Claudia Lemaire from the Budget Advisory Committee

### 2. Regular Reports - a. Directors Report 11/21/23:

#### STAFF NEWS

Mary Ann is doing an amazing job as point person for the HVAC project. She meets daily with the Milestone rep and keeps me, and the staff updated on the project.

Patrick Lord started 2 weeks ago as Head of Circulation and has seamlessly joined our WML Team. He has already registered to become a NH Notary Public and will also become a Passport Agent.

Katie Spofford will attend the next session of PRIMEX Supervisors Academy, and we plan to send Patrick to the January session.

Michelle Sprague will begin as our new Reference and Adult Services person on November 20<sup>th</sup>. She is over the moon to be back at Wadleigh and staff is equally thrilled to have her return. Like Patrick, Michelle plans to become both a Notary Public and Passport Acceptance Agent.

Open enrollment for staff insurance benefits is in progress.

#### FACILITIES

The HVAC project is in full swing and we are adapting our services on a daily basis.

#### PROGRAMS & PATRONS

Curbside service has been met with mixed emotions by both patrons and staff. We are continuing with adult programs scheduled in the Milford Room, but all other meetings and programs have been cancelled due to the HVAC project. The Queen Elizabeth presentation on November 16<sup>th</sup> was well attended and got rave reviews. Children's Staff continues to do school visits.

#### OTHER NEWS

The 2024 Library Budget was presented to the Selectmen and Budget Committee on Saturday, November 18th. Thank you to Kathy and Lynn for representing the Library.

The annual town employee/volunteer turkey luncheon will be held from noon-2 on Wednesday, December 20th. Please RSVP to me by December 14<sup>th</sup> so I can get the library count over to Tina Philbrick.

Respectfully Submitted, Betsy Solon

Other items of note from Betsy: One staff received level 1 paraprofessional – Katie Ondre! It is anticipated we'll go till the middle of December for the curbside pickup. New (returning) employee Michelle Sprague came down to be introduced – welcome back Michelle!

b. Review and approve minutes – a motion was made by John and seconded by Lynn to approve minutes from 10/17/23 as amended. All approved via roll call vote.

c. Treasurer's report – A motion was made by Janet and seconded by Kathy to accept a total of \$55 in gifts/donations through 9/30/23. All approved via roll call vote. Using the town appropriation money to pay for the Library's portion of the roof - \$54K.

### **3. Old Business:**

- a. Roof update – roofers coming back after the unit on the roof is installed.
- b. Strong Resource Group findings discussion – A motion was made by Lynn and seconded by John to inform SRG that they are our first choice for assisting us with our capital campaign when we are ready. All approved via roll call vote.
- c. Memo of Understanding (MOU) – how to approach the BOS was discussed. Tim agreed to take it before the BOS and he will let us know how the discussion goes. Lincoln was aware we were drafting this. A motion was made by Lynn and seconded by John to authorize Tim to present the draft MOU as amended to the BOS for their review and further discussion. All approved via roll call vote.
- d. Friends of the Library Liaison – Shirley and Jen OT went to the last meeting. Six people were there in total. Shirley clarified with NHLTA that she can be a Friend but cannot be on the Board. The Friends has \$7,338 in their regular account. There is a new member - Patty Kenyon – who was on the CIP committee. The Friends don't currently have a budget. Various fundraisers were discussed and their pros and cons. The Trustees having a relationship with the Friends was raised again (them coming to our meeting and vice versa). Membership of the Friends was discussed – having applications online as well as accepting online payments and linking to the Library's website. Patty asked if they'd applied for any grants – they weren't aware that they could apply for grants. So far they have collected \$203 from the book bins this quarter. Their annual report was done and their 501c3 certificate is good through 2025.  
John raised the issue of either the Friends or Trustees organizing a casino night (would have to be the Friends since they are the 501c3). This idea was met with enthusiasm.
- e. Director job description – What we are using for a job posting was discussed. Mary Ann will update the posting and send to the Search Committee to review.
- f. Staff Christmas Gifts - A motion was made by Janet and seconded by Lynn for spending up to \$1,100 for holiday gifts. All approved via roll call vote.
- f. Other old business. None

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

- a. 2024 Trustee Schedule was completed.
- b. BAC/BOS budget meeting update was provided by Kathy and Lynn.
- c. Light replacement – estimate received (\$6,900 if done during second shift or weekends) and Kathy will approach the Keyes group to see if they will fund this.
- d. Future expansion plans – the feasibility study included frequent mentions of a 'senior center' and 'community center'. We need to find out what the Town really wants to see if we should alter our expansion plans. We could highlight the senior programs we already provide, as well as the meeting rooms we will be able to offer after the renovation. Keeping the lines of communication open with the BOS was discussed. It was determined to wait until after voting to move forward.
- g. Any other new business:
  - Claudia came to hear how the Library is doing so she can report back to the BAC in a more detailed way.
  - Investigate getting StoryCorps here from NHPR to get stories from Milford. They went to Bristol Library recently. Michelle will look into getting them here and she will reach out to Janet if she needs assistance.

### **5. 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.

### **6. Close Meeting:**

- a. Next regular meeting on 12/19/23 at 6pm.
- b. Next Friends meeting 1/24/24 via zoom at 7pm.

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

A motion was made by Lynn and seconded by John to go into non-public session at 7:15pm. All approved via roll call vote.

A motion was made by Jen OT and seconded by John to end the non-public portion of the meeting and not seal the non-public minutes at 7:28 pm. All approved via roll call vote.

A motion was made by Kathy and seconded by Jen OT to close the public meeting at 7:28 pm. All approved via roll call vote.