



Board of Library Trustees Meeting Minutes

Tuesday, December 19, 2023, 6 pm as amended

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; Tracy Swisher: excused absence; John Yule: excused absence

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

2. Regular Reports - a. Directors Report 12/19/23:

STAFF NEWS

Staff continues to navigate the daily chaos of the HVAC project, but we all know there is an end in sight! The Tech Services group was able to return to their office this week and now the Reference Office is available for folks who need a "quiet" place to work. We have opted to hold a staff holiday luncheon in early January to celebrate (we hope) the end of construction.

We have three new Passport Acceptance Agents and one more person almost certified. Congratulations and thank you to Patrick, Katie O., Michelle S. and Annika for stepping up and helping the library to provide this valuable service to the greater Milford community. Patrick and Michelle also signed up to become Notary Publics.

FACILITIES

Mary Ann discovered a cabinet full of black mold in Tech Services while she was cleaning up from the HVAC work. We think the mold was a result of roof leaks, which have been resolved with the new roof installation. Andrew plans on removing that cabinet over the weekend.

The HVAC work has been fascinating to watch and Mary Ann has kept us informed with her daily photo shoot. When the work was being done over the main section (over the moveable shelves beginning at the arched window), everyone was impressed at the light and openness achieved by moving the shelves to the sides. Patrick then designed several new layouts for the area and the staff voted on their favorite. The new and improved large print/magazine area will debut in 2 weeks! We can't wait for the patrons' reactions.

PROGRAMS AND SERVICES

Although we've been operating curbside this month, Monday's knit/crochet group and afternoon movies have been held in the Milford Room. The Children's staff ran an Elf Academy at Town Hall on 12/11 for 70 attendees and continue to visit Jacques School on Fridays.

We continue to provide Notary and Passport services during this curbside time.

OTHER NEWS

This has been a remarkable year at the Wadleigh Library – a year of growth, upgraded facilities and expanded services for our patrons. We've said farewell to several staff members who've moved on to new positions and have gained some great team members. Thank you all for your hard work and support. 2024 looks to be equally exciting! Best wishes for a happy holiday season.

Respectfully Submitted, Betsy Solon

Additional items:

- Emails: Our contract with the host company expired so this is being worked and when complete, we will have to access our Library emails a different way.
- Several major leaks we had before we had the roof done have returned with the rainstorm we had earlier this week. We have asked the town to call the roofer.

- We are getting quotes to replace two broken windows.
- We have received a \$1,500 quote for boiler repair.
- We have decided to have a patron welcome back display the first week of January with refreshments. It will include people who did the feasibility study and town people.
- We will continue to publish things on the social media accounts, so people know what's going on with the HVAC work, etc.

b. Review and approve minutes – a motion was made by Lynn and seconded by Kathy to approve the minutes from 11/21/23 as amended. All approved via roll call vote.

c. Treasurer's report – A motion was made by Jen S and seconded by Lynn to accept a total of \$580.50 in gifts/donations through 11/30/23. All approved via roll call vote.

3. Old Business:

a. HVAC Update – final work is being done now and all work should be done by 12/28.

b. Memos of Understanding (MOU) – it was agreed that Janet will update the two documents to have clearer titles and add 'draft' back in. After the email system is fixed, Janet will send the updated documents to Kathy who will get them to Lincoln, then Tim will get them in front of the BOS.

c. Friends of the Library Liaison – Jen S went to the last meeting in November. They have a Facebook page and are working on electronic signup for membership! Jen S will continue to be the liaison.

d. Director job posting – Janet to update the posting and will send it to Betsy to post on the website and Jen S to post the other places we have it posted.

e. Other old business - Warrant article – who controls the capital reserve article was discussed. The warrant article about the electrical is a safety issue. Kathy will get on the agenda for the next BOS meeting to discuss this, which is on 12/27.

4. New Business:

a. Trustee Town Report – We will include the one-page summary from SRG and include some pictures as well. Kathy will draft it and send it to the Trustees for review. Betsy does the statistics and the financial piece which Lynn will review. Document due around January 10th.

b. Budget review for encumbrances – We will have an estimated \$9,954 left over, probably a little more once finalized. A motion was made by Jen S and seconded by Janet to encumber \$8,000 for lights and up to \$2,000 for the boiler work. All approved via roll call vote.

c. Any other new business: Betsy would still like to make her exit from the Library by the end of January.

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 1/16/24 at 6pm. Kathy will be absent.

b. Next Friends meeting 1/24/24 via zoom at 7pm. Jen S will attend.

c. Candidacy Filing – 1/24 – 2/2/24 for Jen OT and Janet. We will have to go to town hall and sign paperwork and then will receive an email from the town requesting data for the voter guide.

d. The Town budget and bond hearing is 1/8/24 at the Town Hall.

e. Deliberative session Saturday 2/3 Town Hall auditorium at 9am.

7. Non-Public Session if necessary, under RSA 91-A:3; II (a & C) Personnel & Reputation. Not necessary.

A motion was made by Jen S and seconded by Lynn to adjourn the meeting at 7:04pm. All approved via roll call vote.