



## Board of Library Trustees Meeting Minutes

Tuesday, February 15, 2022, 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; Shirley Wilson: present; John Yule: present

Chris Costantino, Alternate: present  
Betsy Solon, Director: present

Tracy Quirk-Berube, Alternate: present  
Board of Selectman member Laura Dudziak: absent

### 2. Regular reports:

#### a. Directors Report 2/15/22:

#### STAFF NEWS

I am happy to report that we only have 1 person out due to COVID (it had been 8 employees in January). Staff has been great about covering for those who may need to quarantine for a few days and everyone is following the pandemic protocols set by the Trustees. Individual staff members have been delighted with thank you notes and online star reviews – it's been really great for them to feel appreciated. And since it's that time of year again, the Library department heads and I will be spending our time preparing Performance Reviews over the next 3-4 weeks.

#### FACILITIES

Andrew has been busy reconstructing walls in the Milford Room when he's not spreading salt or shoveling. One of the heating system ignitor switches failed in January and we could not get the building temperature above 63 degrees. Fortunately we had a spare ignitor on hand, so the technician was able to repair our system in a matter of hours rather than days. (We ordered 2 more backup switches for the future). The Fire Department sent us a letter requiring us to add a backup phone number to our alarm system so we called Jim Cavanaugh to take care of that. He was able to make the update in less than 2 minutes!

#### PROGRAMS

The AARP Tax Assistance program kicked off on Feb. 1st and we have been inundated with people from all over the region looking for information. The AARP volunteers dropped off packets for us to hand out as we did last year. As in 2021, AARP volunteers will meet with tax clients at the Milford Masonic Temple instead of at the Library.

Subscription boxes, sensory bins and book bundles continue to be popular. We held a Mindfulness program over ZOOM on Feb. 9<sup>th</sup> and continue to offer a variety of in-person activities for adults and teens. The Children's Dept. has held online book groups in February and will resume Story Times at the end of the month.

We have partnered with 3 other GMILCS Libraries to offer a 6-month virtual art appreciation series called "Culturally Curious." We begin in March with Georgia O'Keeffe and will end in August with a program about the secret stories behind some of the world's most iconic paintings.

The Adult and Youth programming staff are teaming up together with the Milford Garden Club and Milford Thrives to begin a seed "lending" program here at the library. We plan to use the old card catalog to store the seeds for patrons to check out. Our aim is to make free seeds available in an effort to preserve disappearing edible and ornamental heirloom plant varieties and to help those with concerns about food shortages grow their own vegetables this summer.

## OTHER NEWS

- I attended the Deliberative Session on February 5<sup>th</sup>. Kathy did an excellent job presenting the 2 Library warrant articles and there seemed to be much support (outside of the Select Board).
- All Library Financials are now in the hands of Finance in preparation for the 2021 audit.

Respectfully Submitted, Betsy Solon

Additional items of discussion:

- A question was asked regarding the AARP tax preparation and who is eligible. The packets indicate on them who is eligible for the service.
- Coffee and Convo being held Fridays at the Library.
- The flood on MLK Day – hoping that it was a one-off event. Storms will be monitored in future to see if we have an on-going issue.
- Based on receipt of the ARPA funds, approved purchase of furniture was begun – anticipated delivery in May, 2022 due to back-orders.

b. 1/25/22 minutes: Amendments to 1/25/22 minutes were discussed. Motion made by Shirley and seconded by Jen S to approve the amended minutes. All approved.

c. Treasurer's Report and acceptance of donations – A motion was made by Jen S and seconded by John to accept the \$691.40 in gifts/donations collected. All approved.

### 3. New Business:

a. Election Staffing, promotion of warrant article – Signs have been made up and are available at the Library for use before the 3/8 election. We have 3 people and 2 open Trustee spots. All Trustees are welcome to come stand by the Library table on 3/8.

b. Any other new business:

- Chris suggested posting frequent stories on the Library's impact on patron's lives.
- Deliberative session went well – Kathy did a great job presenting.
- **Many thanks** to Shirley for her service as this is her last meeting.

### 4. Public Questions and Comments: None.

### 5. Old Business:

a. Mask Policy & Reopening plan update – No change to the mask policy at this time. The staff is comfortable with continuing to wear masks and requiring masking for in person group meetings. Will revisit in mid March.

b. United for Libraries – reminder to take advantage of this free service with many good resources. Betsy will resend link and instructions for use. We will be watching one of their videos next month at the Trustee meeting.

c. Any other old business – Betsy had flyers made up with a QRC code for those wishing to make donations to the Library.

### 6. Close Meeting:

a. Next meeting on 3/15/22 at 6pm. Newly elected Trustees are reminded to be sworn in by the Town Clerk's office before the meeting. Officers will be elected at the meeting.

b. Town Election is 3/8/22 at the Milford High School 6am-8pm.

c. NHLTA Spring Conference on 5/10/22 at the Grappone Center in Concord, NH 8am-3:45pm. All Trustees are welcome to attend.

The monthly meeting was closed at 6:38pm with a motion by Shirley and seconded by Lynn. All approved.

7. **Non-Public Session** - not necessary.