



Board of Library Trustees Meeting Minutes

Tuesday, April 19, 2022, 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; Tracy Swisher: excused absence; John Yule: present

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

- ### 2. Public Hearing under NH RSA 202-A-c II (Request for Acceptance and Appropriation of Unanticipated Revenues over \$5,000 - Motion made by Lynn and seconded by John to open the public hearing. All approved. This is in regards to \$10,000 received from the Keyes Foundation and \$35,000 received from the Larabee family both for the creation of the outdoor program space.

3. Regular Reports:

a. Directors Report 4/19/22:

STAFF NEWS

- We welcomed 2 new staff members on March 28th – Annika Weis will be working in Circulation and Felicity Rysdam will serve as our Saturday morning page.
- Our custodian left after their 90-day trial period, so Andrew and other staff have been covering the cleaning basics for several weeks. With the Trustees' approval, we'd like to investigate hiring a professional cleaning service rather than post the job opening.
- Mary Ann and I attended the NH Municipal Association's online training for public officials on April 5th and highly recommend the next session to the Trustees (May 17th or June 9th)
- Performance Reviews are nearly complete
- I'm trying to arrange for a full-staff meeting on Tuesday, May 3rd at 9am. With Board approval, we will delay opening to 10am that day.

PHASED RE-OPENING PLAN

- On March 17th we began moving furniture out of storage and added two study carrels and a new bench across from the new books section. We were then able to revamp the public computer stations by restoring several of the computer tables. We also added more seating to the area near the magazine section.
- We resumed Thursday evening hours on April 1st.
- We are investigating software to allow patrons to print wirelessly from their phones and/or laptops.
- We are looking to replace the old automatic door counter with one that works directly with software to capture accurate foot traffic counts by the minute.

FACILITIES

- **Roof:** Andrew noticed water damage on the ceiling tiles upstairs by the elevator. He called in the roofing company that made the repairs last fall and they came by on April 14th. Several holes had apparently been missed during the original repair work, so they patched those up for us.

- **HVAC:** We've arranged for the heat to be switched over to AC on May 16th.
- **Parking Lot Fence:** Andrew has been able to get one quote to repair the broken chain link fence that was damaged last month when a tree fell during a storm. Trying to get 2 more quotes.
- **Milford Room:** Almost complete. The TV/monitor should be installed this week.
- **Patio Project:** Work should begin on the outdoor patio the week of May 1st or May 8th.

PROGRAMS

- The first grade visits to the library begin on April 20th.
- Outdoor Story Times begin May 1st
- The seed swaps and gardening programs have been a hit
- We did a soft-start on the PAWS program this month – we invited 1 therapy dog and kept the promotion low-key so as not to overwhelm the reading buddy.

OTHER NEWS

- The Rogers Memorial Library in Hudson officially went “live” in our GMILCS consortium on April 13th!
- The Library has been the victim of several thefts lately. On March 30th, the foot pedal of the doorbell used for curbside service disappeared shortly before closing time. Review of security camera footage showed a young male carrying it away on his bicycle. We called in the school resource officer who was able to identify the boy and is working with his family to make reparations to the library. At 1:25pm on April 14th, 2 young women attempted to steal several orange cones from the library front steps, but were caught in the act. They've been identified as MHHS Juniors by staff and the school resource officer should be able to track them down once he views the security footage, which captured the whole event.
- The Friends of the Library will be meeting on May 3rd via ZOOM at 7pm
- We have digitized the old property card file and made it accessible on the library website

Respectfully Submitted, Betsy Solon

b. A motion was made by Lynn and seconded by Jen S to approve the March 15, 2022 minutes. Shirley and John abstained – all others approved.

c. Treasurer's Report – A motion was made by Janet and seconded by Shirley to accept the \$45 in the donations jar for the building fund. All approved. We did not receive the dividends this month from the Town for the Trust fund – Betsy will pursue.

4. Old Business:

- a. Mask Policy & Reopening plan update – Mask policy remaining as is.
- b. United for Libraries – Kathy discussed How to Hug a Porcupine training which she watched and recommended.
- c. Any other old business – none.

5. New Business:

a. Capital Campaign, Next Steps – Many potential ideas were discussed including Jen S's 'Spring into Reading' bag filled with goodies and how we proceed with raffles and utilize the Friends group. Jen S will send brief description of the item to the Friends group. A capital campaign subcommittee was discussed to include members of the public.

Discussion ensued regarding piggybacking on the Town's warrant article for their HVAC. Shirley to send out to the group the LETS Charter.

All are to come back next month with their thoughts on parameters for the capital campaign subcommittee.

Those going to the NHLTA meeting in May should keep their ears open for ideas.

b. Reconsideration policy update – a motion was made by Shirley and seconded by John for Betsy to make the discussed updates to the Request for Reconsideration of Materials or Programs Policy. All approved.

c. Library cleaning – Betsy will investigate options for library cleaning services, including paying the DPW which cleans the Town Hall.

d. Delegate to the Friends of the Library – Lynn and Jen S volunteered to go to their 5/3 zoom meeting at 7pm. Betsy to send invite to all Trustees.

e. Electrical work discussion – Paying for electrical work such as parking lot lights and upgrading panels was discussed – such as items that do not require opening up the walls. We already have the quotes for the bathroom work. It was agreed to get an electrician to assist with a rough estimate and then we can do an RFP.

f. Delayed opening for Library staff meeting – the Trustees agreed with the Library opening an 10am on Tuesday, May 3rd due to a staff meeting. This will be posted on all venues, so patrons are aware.

g. Establish rules for public questions & comments – this agenda item will be amended going forward to ‘public input session’ and some additional guidelines will be instituted similar to other public meetings (public input limited to 5 minutes, input must be related to a current agenda item, input must be made by a Milford resident or Wadleigh Library Card holder, etc.) Draft will be reviewed at next meeting.

h. Any other new business:

- Lynn will send out the link to logo’d clothing should anyone wish to purchase something with the Library logo and Betsy will coordinate payment.

- The QR code on the flyers and website will be updated as the current one is not working.

6. Public Questions and Comments: None

7. **Close Public Hearing** – A motion was made by Jen S and seconded by Lynn to accept the funds noted in agenda item #2 above. All approved. A motion was then made by Lynn and seconded by Shirley to close the public hearing. All approved.

8. Close Meeting:

a. Next meeting on 5/17/22 at 6pm.

b. NHLTA Spring Conference on 5/10/22 at the Grappone Center in Concord, NH 8am-3:45pm. Signup deadline 4/22/22.

A motion was made by Jen S and seconded by John to close the meeting at 7:20pm. All approved.

9. **Non-Public Session if necessary under RSA 91-A:3; II (a & C) Personnel & Reputation** – not needed.