



## Board of Library Trustees Meeting Minutes

Tuesday, May 17, 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; Tracy Swisher: present; John Yule: present

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

### 2. Regular Reports:

a. Directors Report 5/17/22:

#### STAFF NEWS

- In-person conferences and meetings have resumed for staff. Most of the GMILCS committees will be "live" this month, so we will be scheduling the public desks to accommodate staff being out of the building.
- Many thanks to Jane and Mary Ann for spending a day in Hudson last month to help the staff there with questions and with training on the library's first day as a GMILCS library.
- I attended the NHLTA Conference on May 10<sup>th</sup> along with 4 members of our Trustee Board and was joined by 3 staff members at the annual PRIMEX Conference on May 11<sup>th</sup>-12<sup>th</sup>. Congratulations to Kathy Parenti for her election to the NHLTA Board and to Milford for lending the most items via ILL during 2021!
- Several of our circulation assistants expressed interest in the NH Paralibrarian certification program during their performance reviews so we are looking into making that happen.
- We held a full-staff meeting on May 3<sup>rd</sup> and focused discussion on upcoming changes to the building layout and on censorship issues.
- I'm pleased to share that 4 more staff members have joined our Notary Public team here at WML, bringing the total number of notaries up to 11 and thus making notary public services available to our patrons during all of our open hours.
- Our Children's staff has been terrific as ambassadors for the library at multiple events this month – at the schools, the Boys and Girls Club and various Milford Thrives activities. They are working hard to get the word out about Summer Reading and other family activities being held here and we are very grateful to them for being so flexible with their schedules in order to accommodate those events.

#### FACILITIES

- The Milford Room is now complete and being used by Adult Programming for all of their events. Andrew finished up the main stairway renovation and will be painting the new teen area very soon.
- The outdoor patio project has begun – the pavers (pallets and pallets of them) have been delivered and construction will begin on May 16<sup>th</sup>. The children's staff has set up a sensory table with trucks at the window overlooking the patio area so little ones can play inside along with the construction equipment outside.
- The HVAC is scheduled for turnover from heat to AC on May 17<sup>th</sup>. We have the buckets and kiddie pools ready for any potential leaks!
- I met with GSF Cleaning services on May 3<sup>rd</sup> to get a quote. I haven't received the final proposal yet, but they expected the cost to clean the library would be about \$960/month. I hope to have more information before the Trustee meeting.

- The roof repairs made last fall over the elevator area did not hold – or were not complete (we’re not sure) – so Andrew called the company back in and they addressed the problem immediately. So far, so good.
- Since we are not holding many evening programs at this time and would like to support the local dining establishments that are trying to recover from the pandemic, we have removed all of the LIBRARY PARKING ONLY signs from the parking lot.
- We’ve asked DPW to repaint the arrow at the driveway entrance and they have added that to their list for the next round of street-painting.

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| <b>OTHER NEWS</b> |
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- I submitted an interim report on our ARPA project to the State Library on May 9<sup>th</sup>. All funds must be expended by July 2022 and we are on track to meet that goal.
- The Trustees of the Trust Funds have issued a check for the 2021 dividends and those funds have been deposited in the library bank account.
- In April, we saw a big uptick in program attendance across all ages, an increase in foot traffic and a big decrease in public computer use. Staff also processed 121 passports!
- As Chair of the GMILCS Membership Committee, I have been overseeing the integration of Hudson’s Rogers Memorial Library into our consortium over the past month and will be working with the committee to bring in another library before 2024. The more members we have, the more materials and libraries our Milford residents may access.
- I will taking on the role of GMILCS Vice President on July 1<sup>st</sup> for a 3-year term
- Along with HealthTrust, the Town wellness committee is currently holding a “100 Miles in May” challenge for all employees. We’ve got a big crew of library staff participating, so you may see us out and about the Oval during lunchtime!

Respectfully Submitted, Betsy Solon

Betsy had several other items:

- There will be an update on the roof repair next month.
- Seed Talk was live today and seeds are available by the entrance.
- The Library is keeping a master spreadsheet of all the meeting rooms available in Town.
- We received a \$2K grant for books for the Children’s Department.

b. A motion was made by Lynn and seconded by John to approve the April, 19, 2022 minutes. Jen OT and Tracy abstained – all others approved.

c. Treasurer’s Report – A motion was made by Jen OT and seconded by Jen S to accept the \$45,362 from Gifts/Donation. \$45K of that was previously accepted in the public hearing. All approved.

**3. Old Business:**

a. Mask Policy & Reopening plan update – Mask policy remaining as is.

b. Capital Campaign – It was agreed to have Milestone and SMP come back in to provide a plan so we can establish goals for the campaign – including a breakout by different levels (i.e. HVAC only, HVAC and bathrooms, etc.). A subcommittee will then be formed to flush out the details. We will also plan to add money to the capital reserve budget in those years we do not have a warrant article on the ballot. Shirley will send out the link to the dropbox for all to access documents. We are waiting on the status of the ARPA money.

c. Any other old business – none.

**4. New Business:**

a. Conference Session feedback:

- it was decided to add a non-discrimination policy for the Library and Lynn will send out several examples for us to look at.

- It was recommended that we have a true strategic plan (ours is more of a long term plan). Jen S will check other libraries for what they have for assistance and send it out to us.

b. Report from Friends Meeting – Lynn reported that they had a fundraiser at Grill 603 restaurant Monday. They are a small but enthusiastic group. Kathy to reach out to Lexi about coming back to assist.

c. Any other new business – Betsy provided info on GSF Cleaning Services – the company that the DMV uses. Cost of \$960/month with a 30 day written notice to quit. This is close to what we were paying for cleaning. A motion was made by Lynn and seconded by John for Betsy to hire GSF Cleaning Services for them to do cleaning of the Library 3 times a week. All approved.

**5. Public Questions and Comments:** We welcome public comments on agenda items. 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.

**6. Additional discussion:**

a. Lynn informed the board Wilton Public Library is installing a partial fire suppression system in the basement. There is a new fire chief and many of the older public buildings in town will be installing fire suppression systems. This will be a water system (due to cost) and they will tap into the water line above the building, to save on the installation of a pump.

b. Patio materials in the parking area. It was decided to keep the project under the radar until someone inquires about it; we will then note it was paid for by private donations. The patio will be 30'x 40' and footings will be installed for a future pergola. It will be called the OWL – Outdoor Wadleigh Library made possible by the Larabee Family and the Keyes Foundation.

**6. Close Meeting:**

a. Next meeting on 6/21/22 at 6pm.

b. Trustee training at NHMA, Municipal Trustees Virtual Workshop, June 9, 9am – 3pm, cost is \$70

A motion was made by Lynn and seconded by John to close the meeting at 6:55 pm. All approved.

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