



## Board of Library Trustees Meeting Minutes

Wednesday, March 20, 2024, 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: excused absence; John Yule: present

Chris Costantino, Alternate: present

Shirley Wilson, Alternate: present voting for Tracy Swisher

Mary Ann Shea, Asst Director (Acting Director): present

Board of Selectman member Tim Finan: present

- 2. Annual Election of Officers:** A motion was made by Jen S and seconded by Shirley to elect Kathy as Chair. All approved via roll call vote. A motion was made by Lynn and seconded by John to elect Janet as Secretary. All approved via roll call vote. A motion was made by John and seconded by Jen S to elect Lynn as Treasurer. All approved via roll call vote.

### 3. Regular Reports - a. Directors Report 3/20/24:

#### STAFF NEWS

On Thursday, March 7 (during Betsy's last week as Director), we had a staff meeting to check in with each other and to clarify what changes as we go forward into "Directorless" territory. Betsy provided a wonderful breakfast of bagels, quiche and fruit. It was a good meeting, and everyone should now be aware of who is doing what for the immediate future.

#### FACILITIES

- Leo had CK Landmark come to look at the leaky brick issues. He's asked for an estimate from them. Depending on the amount, this job may need to go out to bid.
- Andrew has installed a new bit of counter top to replace the counter that was cut for the mold remediation. We have also moved a set of shelves from under the stairwell into that room to give them more storage space (and to give us a place to stash the shelves).
- After inspection, The Milford Fire Department has issued our certificate of occupancy!
- The fire extinguisher inspection occurred. Two of the extinguishers are in need of service, and we were given 2 loaners to keep us in compliance.
- The OWL programming area was in need of some spring cleaning. Leo has put us on his list for the town to do. We had Jared home from college, so he did some preliminary work in the area (including cleaning up lots of trash!) in case we get a chance to use the area before DPW gets to it.

#### PROGRAMS

- Michelle S has added a Classic Movie once a month (the first Thursday).
- We currently have the paintings of David Harris displayed on the Ground and Main floors of the library and there was an artist's reception on the 19<sup>th</sup>.
- The Children's Dept's Leprechaun Scavenger Hunt was a great success (and lots of fun).
- Program planning for April Vacation and for Summer Reading is underway.
- Michelle D is working to get our Seed Library up and running again soon.

#### OTHER NEWS

With Glenn's departure from DPW, Leo is our contact for all things building/grounds related.

Congratulations to our newly re-elected Board members- Janet, Jen and Kathy and to our re-appointed members Chris and Shirley ! Thank you for doing what you do.

It's official! The Londonderry Leach Library has signed the contract to join the GMILCS consortium. They anticipate integrating into the system this October.

Respectfully Submitted, Mary Ann Shea, Acting Director

Other items: Reception for artist David Harris turned out 25 people. Londonderry has joined the GMILCS consortium – they will be the last library to join as the system cannot handle any more.

b. Review and approve minutes – a motion was made by Jen S and seconded by Shirley to approve the minutes from 2/20/24 as amended and a motion was made by Lynn and seconded by Shirley to approve the minutes of the 3/11/24 special meeting. All approved via roll call vote for both motions.

c. Treasurer's report – A motion was made by Shirley and seconded by Jen S to accept a total of \$33 in gifts/donations through 2/29/24. All approved via roll call vote. Work is being done to go thru the updated town reports and get the data into our system for review. Lynn is also working on salary options for personnel based on what happens with the open Library Director position.

#### **4. Old Business:**

a. HVAC Update – estimate for water heater and coils has been received for a total of \$18K. We would like to pay this using our remaining ARPA grant money.

b. Friends of the Library Liaison – There are several upcoming Friends events.

c. Director job posting update – The committee is currently evaluating 3 candidates. Karen from Milford Town HR offered to post the job on the Town website and Facebook page. She also recommended posting it on the NHMA site. Shirley recommended changing the posting slightly to include 'or equivalent experience' for the educational experience section. This could be incorporated into all our job postings/descriptions which will be updated as they arise. Motion was made by Lynn and seconded by John to amend the wording in the director description in the job posting to add 'or equivalent experience'. If a hire isn't found from the current 3 being reviewed, the job will be reposted.

d. MOU – It was decided that Shirley and Lynn would look at updating the MOU for discussion next month.

e. People Counter Update – Still looking into the vendor quotes. A counter should be on all 3 doors.

f. Any other old business: No update on Story Corps – more information to come.

#### **5. New Business:**

a. Trustee Education – The info Kathy sent out on non-public meetings was briefly discussed.

b. Summer Reading program budgeting – We are hopeful we will receive donations of about \$3K from the Development Fund and possibly more money from others (eg Friends and other companies). Total money desired is about \$5,600. The teen budget is comparable to prior years – they don't have presenters so the cost is less. We have reached out to the Friends for a donation. A motion was made by Lynn and seconded by Shirley to approve up to \$3K out of passport funds for the summer reading program. All approved via roll call vote.

c. Policy review – a motion was made by Shirley and seconded by Lynn to approve the Pandemic Policy and the Face Mask Policy as amended. All approved via roll call vote.

d. Any other new business:

- The transition for Betsy to her new position is still being worked with the Town.

- Title 1 reading coordinator at the school says the program is growing and there are more children needing assistance. There was discussion on finding a way for the children's library to help parents find appropriate books based on their reading level. The school librarian is interested in connecting with our children's librarian. Working collaboratively with the schools and rec department will benefit everyone.

- Name tags for the Library Trustees will be ordered.

**6. 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.

#### **7. Close Meeting:**

a. Next regular meeting 4/16/24 at 6pm.

b. Next Friends meeting 3/27/24 via zoom at 7pm. Jen S will attend.

6/5/24 NHLTA annual conference in Concord – the Library will pay for Trustees who attend.

**8. Non-Public Session, if necessary, under RSA 91-A:3; II (a & C) Personnel & Trustee Attendance.**

A motion was made by John and seconded by Jen S to go into non-public session at 7:16pm. Tim and Chris left the meeting. All remaining approved via roll call vote.

The non-public minutes of the 2/20/24 meeting were reviewed and discussed and a motion was made by Kathy and seconded by Shirley to approve the 2/20/24 non-public meeting minutes as amended. All approved via roll call vote.

A motion was made by Kathy and seconded by Jen S to end the non-public meeting at 7:23pm. All approved via roll call vote.

A motion was made by Kathy and seconded by Jen S to seal the amended minutes of the 2/20/24 non-public meeting (reason: the disclosure would render the proposed action ineffective). All approved via roll call vote.

A motion was made by Lynn and seconded by John to close the public meeting at 7:24 pm. All approved via roll call.