

Haverhill Public Library
Board of Trustees

Minutes of February 20, 2020

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 8:35 a.m. on Thursday, February 20, 2020 in the Donald C. Freeman Whittier Room. In attendance were Trustees Bresnahan and Klueber. Trustees Rurak and Sheehan were in attendance via telephone. Also in attendance was Director, Sarah Moser and Assistant Director, Jonathan Nichols. Trustees Veasey-Sirois and Coletti were absent.

Secretary's Report

The trustees were given copies of the minutes dated January 16, 2020. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were accepted.

Presentation by Jennifer Gray

The first item on the Agenda was a presentation regarding the audit of the financial statements of the Trustees of the Haverhill Public Library by Jennifer Gray of Blinn, Farrell & Company. The trustees were given copies of the Independent Auditors' Report as of June 30, 2019 and 2018.

Ms. Gray noted that the financial statements were presented fairly in all material respects, resulting in an unqualified opinion (the highest opinion). She also noted that additional auditing was completed for the restricted funds, stemming from an accounting policy change in fiscal year 2019. The results of this change are demonstrated in Notes 8 & 9 to the financial statements.

Treasurer's Report

Josh McDonald presented three options for a new financial statement report. He presented the "old statement" which can show a misleading figure for net income. He then presented a "new statement" which shows the true accounting income and rough cash flow figures, but explained that it could be confusing and suggested using colors to highlight important figures. Finally, he presented an "inflow/outflow statement" which shows actual cash received and cash dispensed. Trustee Klueber suggested trying the inflow/outflow report. A motion was made to accept the December and January financial reports. All were in favor of accepting the reports.

New Business

Sarah stated that the library has received a waiver this year from MBLC. She had a meeting with the Mayor who said that the budget will be increased by 2.5%, but it is not enough to close the gap in order to not have to obtain another waiver.

Sarah and Jonathan discussed the need for a new library website. They have been getting quotes and looking at examples from other libraries. They asked for permission from the Trustees to spend up to \$40,000 for this. Trustee Bresnahan made a motion to agree to spending up to that amount and Trustee Sheehan seconded the motion and also suggested getting a citizens committee of different ages to evaluate the website. All were in favor.

Sarah asked the Trustees if they would allow the endowment to pay the entrance fee so staff can participate in a bocce tournament that Rotary is holding. They agreed to pay the fee.

Presentation by PionArch, LLC

Members of PionArch gave a presentation in the auditorium on the HPL Concept Study. Presenters were John Hamilton Hale, Director of Design, Anna Maria, Designer, and Cameron, Junior Designer, with Lidia Szydłowska, Owner, on the phone. Library staff attendees were Sarah, Jonathan, Josh, Trustees Klueber and Bresnahan with Trustees Rurak and Sheehan on the phone.

John spoke about how the library is a traditional, wonderful, browsing library and would like to preserve that while also expanding it to a global library. He presented a code summary of challenges and presented a summary of proposed spaces, design, aesthetics and overall library potential.

Cameron discussed the observation study he conducted and showed flow, space, acoustics and adjacency diagrams.

Anna Maria discussed options for a teen space, atrium improvements, multi-purpose rooms, eating areas, and quiet areas.

Lydia discussed that the study is not limited to our requests but wants to look at the library as a whole and focus on staff requests and is seeking lots of feedback from staff.

Sarah talked about a few of her favorite ideas, including seating for teens that will give them their own space without isolating them, multi-purpose rooms, incorporating more technology for meeting rooms, and entrance space improvements.

There was discussion regarding moving the George Washington statue, emphasizing flow areas, redesigning signage and reconfiguring the circulation desk.

Trustee Sheehan told PionArch staff that their work is superior, we are off to an excellent start and that he is excited about the project.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:10 a.m.

Respectfully submitted,

Kathleen Bresnahan,
Secretary