

Haverhill Public Library
Board of Trustees
Minutes of August 18, 2022

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:15 a.m. on Thursday, August 18, 2022 in the Donald C. Freeman Whittier Room. In attendance were Trustees Bresnahan, Coletti, Klueber, Rurak, Sheehan, and Veasey-Sirois. Also in attendance was Director, Sarah Moser.

Secretary's Report

The trustees were given copies of the minutes dated July 21, 2022. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were approved.

Treasurer's Report

Business manager, Josh, presented the financial statements for July. Highlights included:

- The endowment was up in July and some funds were recovered from previous months losses.
- The trustees had set aside \$85,000 for the OverUnder feasibility study and only \$26,000 was used so far.
- The cost of the new A/C on the roof was \$45,000.
- The gift report was almost identical to July 2021.
- This year the library was in a positive cash position, where in many previous years it had been in a negative cash position and we always had to withdraw extra.

Director's Report

Sarah discussed the highlights of the director's report:

- Summer reading is winding down and there was good participation among all age groups.
- The ARIS report is finished. Josh is working on the financial report for the state.
- The roofing company will be installing upgrades to the roof in order to support the awning.
- Luis is working with electricians to add some additional exterior lighting to the clock tower and the Ginty Blvd. side of the building.

Old Business

OverUnder Update:

- The first steering committee meeting was August 11 and had a good turnout. Overall project scope and priorities were discussed.
- The first public meeting is August 24.
- A survey was posted and people have begun filling it out.
- Sarah talked with the Mayor about his ideas for the future of the library.
- There was a discussion on changing the trustee meeting times to coordinate with the steering committee meetings. The trustees voted to have the board meetings from 9:30 -11 a.m. and the steering committee meetings from 11 a.m. to 1 p.m. A motion was made and seconded and all were in favor of that schedule.

Building Update: Preferred Air has installed the new HVAC unit in the YS room. Portable units have been cooling the room until this was complete.

Staff Updates:

- There has been a high turnover of staff lately leaving for various reasons. There was a discussion on applicant pools and other libraries struggling also.
- The 30 hour YS position has been upgraded to 40 hours in hopes of attracting more qualified applicants.
- Emily and Joanna have been very helpful with shifting their schedules to compensate for less staff.
- Interviews are taking place for the finalists for the assistant director and archivist positions.

Condo Acquisition Update: Trustee Sheehan stated that he is working on getting the deed to the Mayor and ensuring that the title is clean.

New Business

Annual Report: Sarah prepared an annual report that had not been done in a few years. She got ideas on how to present it from old reports then edited based on trustee feedback. There was discussion on how to recognize donors in the annual report.

Sarah discussed some of the items that were purchased using covid relief money from MBLC including a book bike, udemy, and ASL and language classes for staff.

The trustees discussed options on how to compensate Josh and Sarah for extra work that they do for the trustees.

The union and the City have agreed on a contract and the union staff will get retro pay for pay increases that they haven't received.

Trustee Rurak discussed ways to recognize the research and written summary that Phil Primack has done on the Grad Family and how to recognize the Grad Family donation. There was discussion on how to do this and it was suggested that they wait for the renovation and possibly dedicate a space.

Trustee Sheehan asked how to acknowledge Olive MacDougall's donation. The trustees discussed finding a writer and someone skilled in marketing and PR.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 10:55 a.m.

Sincerely,

Kathleen Bresnahan