

Haverhill Public Library

Board of Trustees

Minutes of December 21, 2023

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:35 a.m. on Thursday, December 21, 2023 in the Donald C. Freeman Whittier Room. In attendance were Trustees Bresnahan, Coletti, Rurak, Sheehan and Veasey-Sirois. Also in attendance was Director, Sarah Moser and Assistant Director, Jane Lemuth.

**Secretary's Report**

The trustees were given copies of the minutes dated November 16, 2023. 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 highlights for November:

- November brought the endowment to up over \$11 million.
- The Fall fundraiser raised just over \$11,000. This is consistent with past years.
- The majority of gifts were for the Fall Fundraiser.

**Welcoming of Mayor-Elect, Melinda Barrett**

The trustees welcomed Mayor-Elect, Melinda Barrett, to her new position as Mayor of Haverhill and Chairman of the Library Board of Trustees.

**Thank you to Mayor Fiorentini**

The trustees thanked Mayor Fiorentini with a Haverhill-themed gift basket prepared by the Friends of HPL. Sarah delivered the basket to the Mayor.

**Director's Report**

A copy of the director's report was given to the trustees. Sarah discussed the highlights and other director's news:

- MBLC notified Sarah that the library met all requirements for certification and we received the first state aid payment.

- There has been an increase in problematic patron behavior. Some staff haven't been responding appropriately. Management is working on protocols and we will be having a staff meeting to go over the protocols, and to meet with the police to learn who to call for help and when.
- Sarah reviewed the Public Photography and Filming Policy and made some updates. The trustees voted to accept the updates. All were in favor.

## **Old Business**

### **Building Updates:**

- The garage is still flooding and we are still working on a plan for drainage. There is a lot of cement and rebar to get around so it is more difficult than originally thought.
- Paul is working on having the gutters cleaned to help with the leaking windows.

### **Staff Updates:**

- The library is fully staffed.

### **Renovation Update:**

- Sarah met with CHA, the new OPM, twice. Alicia is the contact person.
- The trustees discussed renovation priorities and relocation during construction.
- Trustee Sheehan wants to make sure that all trustees read the CHA agreement
- Trustee Rurak volunteered to meet with CHA.
- Trustee Bresnahan suggested that all trustees be involved in fundraising and CHA meetings.
- Sarah and the trustees updated Mayor-Elect Barrett on the renovation project.

## **New Business**

Sarah opened the discussion about the library absorbing Haverhill Promise as a fiscal agent.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:25 a.m.

Sincerely,

Kathleen Bresnahan