

Haverhill Public Library  
Board of Trustees  
Minutes of March 20, 2025

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:30 a.m. on Thursday, March 20, 2025 in the Whittier Conference Room. In attendance were Trustees Coletti and Sheehan via Zoom. Trustees Bresnahan, Kimball, and Veasey-Sirois attended in-person. Also in attendance was Director, Sarah Moser and Assistant Director, Jane Lemuth.

**Secretary's Report**

The trustees were given copies of the minutes dated February 20, 2025. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were approved.

**Treasurer's Report**

Sarah presented the financial highlights for February:

- An update on the endowment, special collections and MacDougall fund portfolio amounts.
- Reader's Fund gifts have started to come in.
- The operating report is on track for this point in the year.

**Cecily Craighill Davis Report, 9:40 to 9:50 a.m.**

Cecily gave an update on her work. She has been going through and editing all lists of prospective donors and would like to meet with the trustees individually to put together a final list and the campaign. She discussed the roles and responsibilities of committee members. They will need to be able to lead, advise, attend and ask so members must have the time to put into the role. She put together a fact sheet of the vision, mission, history and successes of the institution to educate donors as to why they should be involved. She will work on designing a theme and brand for marketing and a newsletter with campaign updates.

## **Director's Report**

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

- Interviews are underway for the open youth services position.
- Sarah attended an awards breakfast and received a few citations for the library.
- Sarah, Jane, Jackie and Rachel participated in the bocce fundraiser.
- Preferred Air made some small repairs.
- West Work inventoried the furniture in order to plan for future furnishings.
- Rep. Vargas had a meeting about expanding programs for 20 and 30-somethings.
- Sarah had the first budget meeting with the Mayor.
- Special Collections had an appraiser come in to look at items that may not be relevant to Haverhill.

## **New Business**

Jessica Kallin of Haverhill Promise has resigned. She will still work as a consultant for the trustees about 10 hours per week. Need to coordinate with John Maddox, Andy Vargas, the Mayor and Sarah to figure out the next steps for Haverhill Promise including where to allocate donations.

Sarah presented the first draft of the trustees budget. It is \$15,000 more than last year.

Councilor Thomas Sullivan would like to have support from the trustees to work on improving the parking lot landscape with a donation received from a neighbor. The City has to approve it since it owns the land. The trustees support the project.

Trustee Sheehan stated that public procurement for the building renovation does not apply to the library and the lawyer wrote a statement to the trustees addressing it.

Sarah received a filming request from an individual that wants to film a movie in the library on Sundays when we are closed. The trustees and Sarah agreed that it is not possible.

An individual was upset that he couldn't film in the library and the city solicitor clarified the policy.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 10:45 a.m.

Sincerely,

Kathleen Bresnahan