

Haverhill Public Library

Board of Trustees

Minutes of November 16, 2023

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:35 a.m. on Thursday, November 16, 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 October 19, 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 October:

- The MVHBF brought in \$1340 in donations.
- Fall fundraiser gifts are starting to come in early.
- October and November are usually high cash spending months, so we should expect cash spending to slow this month.

Director's Report

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

- MVHBF brought in about 1200 people. NYC Comic Con was the same weekend so it likely impacted attendance.
- City employees submitted banned books that they enjoy reading and we received lots of good feedback.
- The plumbing repairs were completed with less money than the original quote.
- The fall fundraiser raised about \$11,000. It went well and people had a good time.
- The staff holiday party will be at Gametime on Dec. 15.

Old Business

Staff Updates

- Rebecca has moved into her new position in reference. We have been interviewing for the open circulation position.

Renovation update:

Mark, Rami, Soo Jin and Ryu from OverUnder joined the meeting via Zoom at 9:45 a.m. to present their opinions of each OPM proposal and to give a cost analysis for the OPM. Mark compared the two companies, CHA and STV, in terms of previous library work, team dynamics, quality of previous work and a breakdown of costs.

Trustee Bresnahan pointed out that STV used percentages for costs so the prices could vary. Trustee Coletti expressed that it would be better if an OPM were here three days a week so staff is not bothered with construction issues. Trustee Sheehan stated that we need to hire a fundraiser because it is a lot of time-consuming work and state money may not be available.

The trustees voted to hire CHA for the feasibility phase. All were in favor.

OverUnder left the meeting at 10:45 a.m.

New Business

Trustee Rurak asked about having a panel of speakers come to the library to discuss Israel and Palestine.

Trustee Bresnahan expressed that there are no programs for older people and that the library should think about offering programs with speakers to talk about current events, social, political and educational issues.

Sarah asked the trustees if they would like to host a giving tree for Consentino School. The trustees agreed that it would be too difficult for our staff to manage.

Trustee Coletti discussed a proposal from Development Guild to help find a campaign fundraiser and to act as a general fundraising consultant. Sarah would like the fundraising manager to include the Friends as much as possible.

A motion was made by Trustee Rurak and seconded by Trustee Bresnahan to hire Development Guild and to authorize Sarah to sign the proposal. All were in favor.

Trustee Coletti would like the board to start talking to banks about a mortgage in case it's a long process, and to find out about getting pre-approved.

The trustees would like to present a retirement gift to the Mayor at the next meeting.

There being no further business to discuss, a motion was made and seconded to adjourn.
The meeting ended at 11:45 a.m.

Sincerely,

Kathleen Bresnahan