

Haverhill Public Library

Board of Trustees

Minutes of September 21, 2023

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:30 a.m. on Thursday, September 21, 2023 in the Donald C. Freeman Whittier Room. In attendance were Trustees Bresnahan, Coletti, Klueber, 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 August 17, 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 August:

- Gift income was average for August.
- Library generated funds have changed a lot since Covid and since we ended late fees. It has been hard to predict this line item but it is leveling off and now we are seeing a new average.

**Director's Report**

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

- The financial report that determines state aid is almost complete.
- River Ruckus is Saturday and the library will have a table there.
- The Merrimack Valley Halloween Book Festival will be Oct. 14. Planning and advertising is underway.
- The 150<sup>th</sup> Anniversary Fall Fundraiser is Nov. 3 at Maria's. Coordinating with the Friends, planning, advertising and getting donations is underway.
- There have been issues with the Wi-Fi including complaints from patrons and staff. Fran is working with MVLC and a consultant for advice and an electrician will be coming to rewire it.
- The library partnered with Citrate Hygiene and Aunt Flow to offer period products in all the bathrooms. We pay a flat rate and they maintain the service and products. It has been popular so far.
- Rachel purchased teen hygiene kits for those in need and they have also been popular.

- Banned Books Week is coming up. We will post on social media about intellectual freedom and the importance of reading banned books. We are asking all City staff to send a picture of themselves reading a banned book to post.
- Paul has been inspecting the leaks and has recommendations for repairs.

### **Paul Anastasi Presentation**

Paul presented building updates and recommendations.

- Preventative maintenance was done on 13 HVAC units above the ceiling.
- There are 3 leaks. One is a leaking pipe near the boiler room door, which will cost approximately \$33,000 to repair. Paul will work on getting a second quote.
- The exterior drain near the garage is clogged causing the flooding. A dry basement company inspected it and recommended installing a drain inside the garage door. It would cost about \$4300. All trustees were in favor of spending the money for the drain.
- The gutters near the park area on Ginty Blvd are full. The parks department needs to clear away the trees from the building.
- Paul is looking for a new cleaning company.
- The toilet in the children's room is leaking into the magazine room. It will be \$1800 to fix it. The trustees approved.
- Heat pump #6 is leaking so it was shut down. It is ok if only five pumps are running.
- Condensation drips in the boiler room and the fans blow the moisture into the building causing excess humidity. Dehumidifiers are running and it is not a priority now to fix it.

### **Old Business**

#### **Staff Updates**

- Liz started in the new upgraded special collections/reference/tech position.
- Amanda M. in reference has resigned.

### **New Business**

Sarah asked the trustees to reconsider the 2024 holiday closing schedule and include both Black Friday and Christmas Eve. All trustees were in favor of closing the library both days.

Sarah presented the 2<sup>nd</sup> draft of the annual report. The trustees agreed that she did a great job on it.

Trustee Sheehan discussed the need to start the fundraising process for the renovations. He and Trustee Coletti will begin to talk to people that may be able to help.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:00 a.m.

Sincerely,

Kathleen Bresnahan