

Haverhill Public Library
Board of Trustees
Minutes of October 21, 2021

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:00 a.m. on Thursday, October 21, 2021 in the Donald C. Freeman Whittier Room. In attendance were Trustees Bresnahan, Klueber, Sheehan and Veasey-Sirois. Also in attendance was Director, Sarah Moser and Assistant Director, Jonathan Nichols.

Secretary's Report

The trustees were given copies of the minutes dated September 16, 2021. After perusing the minutes, a motion was made and seconded to accept the minutes. The minutes were approved.

Treasurer's Report

Business manager, Josh McDonald, presented the financial statements for September. He stated that the investment portfolio was down in August but recovered in September, gifts were average for September and that cash spending was higher in July and August so naturally was lower in September. October will be have a high cash outflow due to the AMH payment. Also, the yearly audit will begin soon.

A motion was made and seconded to accept the financial statements. The statements were approved.

Director's Report

Sarah discussed the highlights of the director's report:

- Foot traffic is close to normal but there has been less people coming in for programs.
- The HVAC work is continuing and Paul is continuing to work with the HVAC and Geothermal companies.
- Jonathan discussed the "Book Chauffeur" for patrons that can't get to the library.

Old Business

Staffing Update: The page position is open. Eddie will be filling the open circulation position on November 1.

New Business

Mary Braney, a space planner, presented her ideas to Sarah for a building improvement project. The process includes Phase 1 where she would meet with staff and prepare a report which would cost about \$4500 and Phase II includes working with architects. A vote is needed by the Trustees to begin the project but they wanted to wait for input from the trustees that were not in attendance today. There was discussion on what would be the most impactful improvements, such as, lighting, gallery space on third floor, outside deck and shelving.

Sarah discussed the need to upgrade the security cameras and has been working with Fran on getting quotes for replacing and adding cameras and converting from analog to digital. The cost is around \$19,000. The trustees voted on upgrading the cameras and all were in favor. They would also like to get Paul's opinion.

Sarah asked the trustees to consider giving end of year gifts or bonuses to staff based on years of service. All were in favor.

Jonathan presented two scale mockups for redesigning special collections. He suggested adding new outlets, lighting, a camera, more shelving, new ceiling tiles and flooring and incorporating the stained glass from the old library into the room. There was discussion that the trustees should purchase the space from the city first and voted to spend \$10,000 on new shelving.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 11:15 a.m.

Sincerely,

Kathleen Bresnahan