

Haverhill Public Library

Board of Trustees

Minutes of July 15, 2021

The regular monthly meeting of the Trustees of the Haverhill Public Library was called to order at 9:00 a.m. on Thursday, July 15, 2021 via Zoom or in the auditorium. In attendance were Trustees Bresnahan, Klueber, Rurak, and Sheehan. Also in attendance was Director, Sarah Moser and Assistant Director, Jonathan Nichols.

**Secretary's Report**

The trustees were given copies of the minutes dated June 17, 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 June. He presented a summary of FY21 in which the endowment was up and there were two large donations totaling \$620,000. He also stated that after a decrease in library generated funds, it has been slowly recovering due to an increase in print and copy fees and the library in general getting back to a more normal capacity and usage. Also, over the past year, we have stayed in line with the budget. Trustee Sheehan thanked Josh for his knowledge and presentations.

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

**Building Update with Paul Anastasi**

Paul discussed building assessment highlights:

- He created a spreadsheet that catalogs the library building equipment.
- There is a new contract with Ambient Temperature Control and the compressor is failing but running well for now on one cylinder.
- The BMS systems controls for the HVAC is in the process of being replaced with Schneider Electric.
- He stated that much of the building equipment is as old as the building and is running but not energy efficient and suggested having an energy audit done.
- He is going to have Maroney/Cox start cataloging the water pipes as some are starting to leak.
- The heat pumps have a 25 year life span and are in their 26<sup>th</sup> year so will need to consider replacement in the near future.

## Director's Report

Sarah discussed the highlights of the director's report:

- Nights have been busier but still not back to normal. For foot traffic, our library has more than Lawrence and Lowell but less than Chelmsford, Westford and Andover.
- Sarah has been working on the ARIS report for the state.
- Barbara Alevras will submit the draft for the strategic plan next week.
- Sarah submitted a grant draft to MBLC to cover classes and training for staff.
- The fall fundraiser will be on Oct. 29. Sarah sent out corporate letters. There was discussion about accepting a donation from a marijuana dispensary.

## Old Business

**Staffing Update:** The new Head of Reference started and we are interviewing for a part time clerk.

There was discussion about the Senter project, timeline, cost and staffing for Special Collections. A vote was needed on extending Dana's contract for one year. A motion was made and seconded. All were in favor.

**Building Update:** Andover Electric fixed the fountain and the outside fence is completed.

## New Business

Sarah got a quote for an awning to be placed outside of the staff break room on the roof. Trustees discussed options and suggested getting another quote to ensure the quality of the awning is good since it can be a delicate item.

There was discussion on purchasing a conscience jar. One suggestion was to purchase a small one for the circulation desk and a larger kid friendly one for the children's department.

There being no further business to discuss, a motion was made and seconded to adjourn. The meeting ended at 10:50 a.m.

Sincerely,

Kathleen Bresnahan