

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Wednesday, April 15, 2020 at 5:00 pm

Due to the COVID-19 pandemic and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through video conferencing at <https://global.gotomeeting.com/join/914875589> or by phone by calling +1 (646) 749-3112 and using access code 914-875-589. For technical problems, please call (603) 526-4656 x4.

The meeting was called to order at 5:07 pm.

Present via digital video: Director Sandra Licks, Wendy Dumais (Chair 2021), Eula Kozma (2021), Nancy Mahar (2022), Kim Bonin (2022), Gordon Terwilliger (2021), Marianne McEnrue (2023) and Steve Solomon (2023)

ELECTION OF OFFICERS, COMMITTEE ASSIGNMENTS & LIAISONS

- Eula Kozma offered to take on the position of Chair.
- Kim Bonin offered to take on the position of Secretary/Vice Chair.
- Nancy Mahar agreed to carry on as the Treasurer.

A MOTION TO APPROVE the election of Eula Kozma as Chair, Kim Bonin as Secretary/Vice Chair and Nancy Mahar as Treasurer to the Tracy Library Board of Trustees was made by Nancy Mahar. Steve Solomon **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

- Nancy Mahar agreed to stay on the Budget Committee. She is joined by Eula Kozma and Wendy Dumais.
- Steve Solomon volunteered to join Kim Bonin on the Facilities Committee.
- Marianne McEnrue requested to be part of the Personnel & Policy Committee, Gordon Terwilliger and Eula Kozma agreed to remain.

A MOTION TO APPROVE the election of Nancy Mahar, Eula Kozma and Wendy Dumais to the Budget Committee; Kim Bonin and Steve Solomon to the Facilities Committee; and Gordon Terwilliger, Eula Kozma and Marianne McEnrue to the Personnel & Policy Committee was made by Nancy Mahar. Steve Solomon **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

- Nancy Mahar agreed to stay on as Liaison to the Garden.
- Wendy Dumais accepted the nomination as Liaison to the Friends.

A MOTION TO APPROVE the election of Nancy Mahar as Liaison to the Tracy Memorial Garden and Wendy Dumais as Liaison to the Friends of Tracy Library was made by Nancy Mahar. Steve Solomon **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

MEETING MINUTES

Approve minutes of February 19, 2020 and March 19, 2020

A MOTION TO APPROVE the minutes of February 19, 2020 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar. Kim Bonin **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

A MOTION TO APPROVE the minutes of March 19, 2020 for Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar. Gordon Terwilliger **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

The library received donations of \$0 in February and \$25 in March.

A MOTION TO ACCEPT cash donations of \$25 in March was made by Steve Solomon and **SECONDED** by Marianne McEnrue. There was no discussion and the motion passed **UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Library Director's Report by Sandra Licks:

- Prior to the closure, Sandra made it halfway through the staff reviews. Initially she was going to wait to finish this, but now that the pandemic timeline is so uncertain, she is considering meeting with the remaining staff one-on-one via videoconference. Because once we reopen, that will take all our attention. [Process reminder: staff complete a self-evaluation form and sit down with Sandra to chat about how the job is going. She incorporates this into a written feedback form. Both forms are used by the Town, slightly customized for us at the library.] Target completion is May.
- Fifteen-year anniversary for Circulation Manager Missy Carroll! Gift from Friends.
- Submitted Annual Report to State Library in March: data on holdings, services, programs, income, expenditures and personnel information. The State Library then submits a report of the state's public library data to the Federal Institute of Museum and Library Services.
- Town's Emergency Management Committee Meeting, April 8
 - Confirmed one covid-19 case in New London. In response to a question from Marianne McEnrue, Sandra informed that the town is required to have an Emergency Management Committee. That committee is responsible for having emergency plans and structures in place. Lou Botta chairs this committee and they coordinate the emergency shelter should New London

ever need for its residents or for pets of residents. Currently Lou is spearheading a push to get personal protection equipment for the police and fire departments.

- Communication with Town: Department Head Meeting, March 31
 - Selectmen are not considering any employee layoffs or reduced hours at this time. They next meet on April 20.
 - Two issues of Municipal Matters have featured library news (how staff are still working to serve patrons, and an online library ad which also ran in Shopper and InterTown Record).

Facilities Committee:

Kim Bonin stated the second draft from the engineering firm for the sprinkler system is not complete. Once finalized, the next step requires that the firms bidding the contract will perform a walk-through of the building before submitting a bid. Also added is the requirement of a general contractor to be present and some warranties on equipment. Kim stated this is an old building and contractors should be aware of the peculiarities of the building. The \$250,000 bond was approved at Town Meeting and Sandra stated there is an additional \$40,000 in unrestricted gifts for the unforeseen. It is hoped that 3 bids will be obtained. Kim also opined that work should hold off given the current and future health conditions as well as the ability to obtain materials. It is not known if the building will be closed for portions of the sprinkler work, but consideration needs to be given to the safety of patrons. It was agreed that there is a need to reevaluate after having been closed for the state of emergency.

Personnel & Policy Committee:

Gordon Terwilliger stated he was missing a couple of Library Director evaluations from board members. A new deadline of May 1 was set and board members said they could comply. Steve Solomon and Marianne McEnrue are not in a position to evaluate as they are new to the library board.

OLD BUSINESS

Response to COVID-19 Pandemic as of 15 April 2020 by Sandra Licks:

Since we last met we added Hoopla to our online offerings where patrons can stream or download eBooks, audiobooks, comics, movies, TV shows, and music.

TML website and Facebook have extra content including:

- Coronavirus info, links and local resources
- Learning and entertainment links
- 24/7 online library: Tumblebooks for kids, Overdrive downloadable eBooks, audiobooks and magazines, HeritageQuest genealogy database, Britannica online, IndieFlix streaming movies and Mango Languages

- Facebook banner is photo of Tomie dePaola with staff last summer and an art print of the 1991 dedication of the Tomie dePaola Room

Virtual book group: Assistant Director Jo-Ann Roy did the first session yesterday with members of the COA book group. The next book talk will open to the public to discuss *The Good Neighbor: The Life and Work of Fred Rogers*

Online story time with Head of Youth Services Ben Cote via Facebook Live had 7000 views to date and is aired 5 days/week. Several have featured members of New London Police Department.

A Virtual Tour (built by Ben Cote) is under development. The link will go up by the end of week and the focus is on youth and teen spaces for now. This tour allows you to move through the library spaces and interact with digital content. Ben will add articles that are currently in the display case to the tour. The display features local artist/ecologist David Carroll. The display was arranged and designed by circulation desk staffer Megan Stewart.

Temporary library cards will be available to New London residents and students of KRSD while the library is closed. This will allow usage of our digital resources. Once the library reopens these temporary patrons will need to come into the library with proof of residency to keep using the card.

Book drop is closed/locked; please keep all items at home until we reopen. No late fees will accrue on borrowed materials while we are closed. All due dates will be automatically extended.

Wi-Fi access is available outside the library. We have posted the password on the door, on the website and on Facebook.

New Hampshire Library Directors videoconferencing is happening 2 times per week

- Virtual Summer Reading Program is under consideration. Perhaps a curbside drop and pick up of books. Eula Kozma agreed we should just wait and see how reopening goes.
- There are a few libraries with no budget because their Town Meeting didn't take place before everything closed down. It was agreed we are fortunate.
- Reopening is expected to be a gradual process. Think of it as a dimmer switch versus an on/off switch. We expect to have phased-in services and hours.
- Sanitization protocol will need to be developed and necessary supplies procured if they are available.

Staff News:

- Staff meetings are happening every Wednesday morning via videoconference and there has been 100% attendance. Folks are eager to connect and share ideas.

- Staff book reviews are available on Facebook and soon to be collected on the website.
- Staff professional development included dazzling displays on WebJunction.org.
- “Going on a Bear Hunt” was initiated by circulation desk staffer Beth Condict. Little library patrons are spotting teddy bears in unlikely places along Main Street in town. There is a public relations article in the InterTown Record.

Sandra asked trustees if there is anything else they might want to see the library make available and Marianne McEnrue suggested Kanopy, which is a video streaming service for movies, documentaries, foreign films, classic cinema, independent films and educational videos. Sandra said she would do some research on this.

NEW BUSINESS

Death of Tomie dePaola on March 30 has left us sad. Staff are starting to think through what this will mean to the town. Several staff members and library patrons attended the Boston Pops concert given in honor of Tomie. Last summer, our finale event featured Tomie at the New London Historical Barn. This was so successful that plans had been made for another Summer Reading Program event this year. It was agreed to wait and see what Tomie’s family is planning for a memorial.

Consider pandemic policy

Sandra explained that the library has a policy for closing for various emergencies such as a power outage and severe weather condition, and perhaps now is the time to include a specific policy for a pandemic. Sandra passed out an example from the Jaffrey Public Library for board members to consider. She asked the Personnel & Policy Committee to have a look and Gordon Terwilliger agreed.

UPCOMING SPECIAL EVENTS / MEETINGS

Remote learning in the schools has been extended to at least May 4. The Governor is expected to make an announcement on April 17 concerning a possible extension.

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Treasurer’s Report (through March) will not be available until the bookkeeper comes tomorrow. Nancy Mahar will present at the next meeting.
- Consider elimination of overdue fines
Eula Kozma asked the new board members to bring themselves up to date on the elimination of overdue fines for consideration on a future vote. Sandra Licks opined this benefit would be a nice “welcome back” gift to patrons on the reopening of the library.

- Public hearing to accept unanticipated gift of \$5,000 is postponed due to coronavirus closing. Kim Hallquist, Town Administrator, advised depositing the money in the bank for safekeeping. The board did not discuss at this time.
- Set fees for FY 2021 (copier/printer, nonresident, etc.) – The board did not discuss at this time.
- Retreat idea: Starr LaTronica visit was scheduled to take place tomorrow, April 16 but was cancelled due to coronavirus closing. This will be rescheduled.

NON-PUBLIC: the Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h).

NEXT MEETING

- Third Wednesdays at 5:00 pm: May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16

MOTION TO ADJOURN the meeting was made by Nancy Mahar and SECONDED by Gordon Terwilliger. The meeting adjourned at 6:20 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary