

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

Wednesday, May 27, 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/191742357> or by phone by calling +1 (312) 757-3121 and using access code 191-742-357. For technical problems, please call (603) 526-4656 x4.

The meeting was called to order at 5:01pm

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

Absent Gordon Terwilliger (2021)

Other attendees: Jo-Ann Roy (Assistant Director)

MEETING MINUTES

- Approve minutes of April 15 and April 29

A MOTION TO APPROVE the minutes of April 15, 2020 for Tracy Memorial Library Board of Trustees Meeting was made by Kim Bonin. Marianne McEnrue **SECONDED** the motion. There was no discussion and the roll was called for approval: Steve Solomon YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumas YES.

A MOTION TO APPROVE the minutes of April 29, 2020 for Tracy Memorial Library Board of Trustees Meeting was made by Steve Solomon. Wendy Dumais **SECONDED** the motion. There was no discussion and the roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Marianne McEnrue YES.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

Virtual online 24/7 Services

- *Kanopy* is the new streaming service previously recommended by board member Marianne McEnrue. This allows film ("plays") streaming, a large variety of Great Courses, and Kids programs. Patrons may choose four "plays" per month and multiple Great Courses or Kids programs only count as one.
- *CreativeBug* is also new and contains thousands of art and craft video classes taught by recognized design experts and artists.
- An online book group is offered monthly .

- A virtual crafter meet-up has made a first attempt by Jo-Ann Roy and will continue to try.

Other new services

- Friends of the Library approved \$2,000 to purchase an electric bicycle and bookmobile trailer (garden cart). The bike has arrived and in future, book deliveries will be made to homes within a designated radius. Later will come plans to go to the common, the beach, and other places. Director of Youth Services Ben Cote commented “I did 9.25 miles in 32 minutes with minimal effort. I think this is going to work great. I think the hardest part is going to be planning the route.”
- Summer Reading Program is under development: Governor Sununu has approved a two-year contract with *READsquared*. Federal CARES Funding paid for this. *READsquared* is a tool that helps libraries manage their reading programs, including summer reading, with customized programs for every age group.
- Ongoing story times from Monday through Friday by Ben Cote and a link for a weekend story with Rachel Ensign. Each story time has had dozens of views and trends higher when there is a special guest such as the police chief.

Customer Services that are ongoing

- Phone calls, emails and technology questions
- Reaching out to volunteers and homebound patrons
- Temporary library cards for access to digital resources
- Book reviews by staff on Facebook

Staff Updates

- Webinars on topics including customer service, navigating change, diverse collections
- Staff evaluations are complete and have been mailed out for signature and return
- Friends of the Library have mailed care packages to staff which included a fashionable face mask, a bar of chocolate and a personal note of gratitude
- Weekly staff meetings are ongoing on Wednesday mornings

Facilities

- The irrigation system was started up on May 20
- The town handyman installed three Plexiglas shields at the circulation desk area (for later)

Meetings/Webinars

- There was an Emergency Management Committee Meeting on May 13 and a large order was placed for Personal Protection Equipment including wipes, hand sanitizer, no-touch thermometers and gloves. These items have just arrived at Town Hall.
- A webinar on May 15 by the American Library Association on “Planning, Policy and Legal Issues for Reopening a Public Library: The Board, the Attorney and the Librarian” was attended by Sandra and Steve Solomon. Some of the issues discussed

were bathroom use and cleaning and how to handle the situation if a staff member contracts the virus.

- May 29 (tomorrow) the New Hampshire Library Director's Discussion topic: Feedback from libraries who are doing curbside pickup already to include what is working and what is not.
- The Town Department Head meeting was held on May 26 and the following progress was reported:
 - Bucklin Beach and Elkins Beach are closed and a reopening policy is being worked on
 - The Recreation Department has not decided on day camp as yet
 - September 8 voting will be moved to the highway garage where there is more space to facilitate social distancing
 - The Police Department stated there has been increased drug activity
 - The Fire Department has been responding to illegal burns
 - The Planning and Zoning functions have seen increased building activity
 - The Department of Public Works has been striping streets/lots
 - The Town Clerk has mailed property tax bills and some residents have paid their July and October payments in advance

PPE Status:

- We have received 20 face shields from a makerspace lab in Nashua
- We have received 1,150 disposable masks (50 x 23 boxes) directly from state
- 3 Plexiglas shields at the circulation desk area have been installed
- 4 sets splash gowns, N95 should be obtained later for AED use
- 30-day supplies should be on hand

Treasurer's Report for April

Nancy Mahar reported the April numbers are consistent with prior months although some expenses are lower. Income has remained the same overall but there is no income from book fines or photo copying fees due to the closure.

Facilities Committee

Although the sprinkler system has been the big topic of discussion in the previous months, it was decided to put on hold in light of all the work that needs to be done to address the Covid-19 virus pandemic. In addition, the library has not received the second draft of the plans from the engineer, which will have to be reviewed at a later date. It was also decided to hold all capital reserve projects.

Personnel and Policy Committee

Gordon Terwilliger (absent) has prepared an abbreviated review for Sandra Licks and once it is complete he will circulate to the Board.

OLD BUSINESS

Recap of Selectmen's Meeting on May 4

All library board members attended this meeting in interest and support. The trustees expressed willingness to work with the Town should cash flow become an issue.

Consider Pandemic Policy (*revised sample*)

There was discussion on the revised sample of the pandemic policy and interim service/staged reopening document, and the Board did not have any questions. Sandra suggested that the next step is to hand over to the Personnel and Policy Subcommittee so that it can customize for Tracy Library. Sandra stated she would send out a copy in advance of the next meeting so that it can be approved formally at the next meeting. Sandra urged the approval of a pandemic and interim service/staged reopening documents so she can make operational decisions about tiered services in response to changing conditions and the ability to run that phase without the need to wait for subsequent trustee meetings.

NEW BUSINESS

"Reopening NH Libraries Task Force Best Practices" document discussion

- Sandra opened the discussion with her concern for the issue of health screening. Who is going to conduct? Will it be someone standing at the door as a staff member comes into the building? One idea is the staff could be asked to self-monitor and leave a phone message before their shift to Sandra. This could be deleted to preserve the confidentiality. Sandra believes the health screening is to satisfy the concerns of the other staff members and raise awareness. This portion of it should not be so onerous that it impacts the ability to bring staff back. Just need to document what our plan is to do health screening before bringing staff back for any opening stage.
- Eula Kozma reviewed the document and expressed interest in the different stages of opening.
- Nancy Mahar thought they covered many details including liability.
- Marianne McEnrue shared her workplace plans to reopen to clients and staff on June 1st. All staff and clients will be asked medical questions and be required to wear facemasks.
- Wendy Dumais reported the hospital employees have been wearing facemasks for over a month now and everyone who comes into building gets a temperature check. Wendy commented that the plan had many pages of liability questions and she suggested legal counsel should review any plan Tracy Library adopts.
- Sandra stated she had concerns for how long this virus can remain infectious on different kinds of surfaces. She thought books coming in through the book drop should quarantine for seven days. She worried that staff may infect materials before they go out. It was agreed that patrons are going to have to decide what level of risk they are willing to take as contamination can take place at the grocery store, eateries and other retailers that have already opened. She would like documents in place to have attorney review before opening.
- All agreed that the new plan outlining the steps the library will take should be advertised.

Consider staged reopening plan (sample):

Sandra presented her plan of preference. She stated she is inclined to limit re-opening for now to curbside delivery, bringing limited staff into building to accomplish this. This will mean small teams of 2-3 staff members plus management, with mandatory mask wearing by staff and a 7-day quarantine of returned materials. Recommend bringing staff back a week before starting the curbside service because they need time to adjust and make behavior changes. Following are the next possibilities in opening:

- No-touch curbside by appointment
- Limited outreach deliveries for the homebound population and limited deliveries by bike
- Book drop (after determining quarantine protocol)
- Contactless programming for Summer Reading Program

While community transmission continues and testing is still ramping up, opening the building to the public is complicated and risky and should be at a later phase when social distancing is relaxed. Especially since the building is conducive for groups to gather.

It was agreed that the Personnel & Policy Committee would meet next week (virtually) to finalize a *Pandemic Policy* and a *Staged Reopening Plan* for Tracy Library. It will then be handed to legal counsel for review and then voted on at the next board meeting on June 17.

Accept resignation (retirement) of Youth Services Assistant

Sandra reported that the Youth Services Assistant Kristine Hussey resigned citing retirement effective immediately. Kristine worked 21 hours a week with prorated sick and leave time. Sandra stated she will not look to fill the position right away. Ben Cote and Rachel Ensign will handle the summer program and tap existing staff if needed.

A MOTION TO ACCEPT the resignation of Kristine Hussey was made by Nancy Mahar. The motion was **SECONDED** by Steve Solomon. There was no discussion and the roll was called for approval: Kim Bonin YES, Eula Kozma YES, Wendy Dumas YES, Marianne McEnrue YES

UPCOMING SPECIAL EVENTS / MEETINGS

- NHLTA virtual roundtables on reopening, May 28 & June 4
Kim Bonin and Eula Kozma will be attending on May 28
Steve Solomon will be attending on June 4
- Stay-at-Home Order through at least May 31
Waiting to hear what the Governor's next recommendation is
- NHMA webinar on reopening municipal buildings on June 3 to be attended by Sandra Licks

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Draft design & bid package of sprinkler system to be discussed later
- Consider elimination of overdue fines to be discussed at a later date

- Public hearing to accept unanticipated gift of \$5,000 (June) must be scheduled before the close of the fiscal year. This must be advertised well in advance and will be voted on at the June 17 meeting.
- Set fees for FY 2021 (copier/printer, nonresident, etc.) (June) to be talked about at future meeting.
- Retreat: Starr LaTronica to be rescheduled for a later date.

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 Wednesday at 5:00 pm: June 17, July 15, August 19, September 16, October 21, November 18, December 16

A MOTION TO ADJOURN the meeting was made by Marianne McEnrue and **SECONDED** by Steve Solomon. There was no discussion and the roll was called for approval: Kim Bonin YES, Eula Kozma YES, Wendy Dumas YES, Nancy Mahar YES.

The meeting adjourned at 6:20 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary