

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, June 17, 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/356508589> or by phone by calling +1 (408) 650-3123 and using access code 356-508-589. For technical problems, please call (603) 526-4656 x4.

Chair Eula Kozma called the meeting to order at 5:01pm

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

Absent: Steve Solomon (2023)

**PUBLIC HEARING**

**Pursuant to NH RSA 202-A:4-c, the Board of Trustees of Tracy Memorial Library will hold a Public Hearing for the purpose of accepting an unanticipated gift in the amount of \$5,000.**

Director Sandra Licks informed the Board that time was running out to have a public hearing to accept the \$5,000 gift before the current fiscal year ends on June 30 and the Board agreed to open the public hearing so that any virtual attendees could comment. This gift is from the family of Dawn Carter in appreciation of the homebound delivery service. Sandra suggested moving the money to the unrestricted gift CD that is held at Mascoma Bank and hold it there until it is needed or for a special purpose at a later date.

**A MOTION TO ACCEPT** the unrestricted gift of \$5,000 was made by Wendy Dumais and Gordon Terwilliger **SECONDED** the motion. There was no discussion and the roll was called for approval: Eula Kozma YES, Nancy Mahar YES, Kim Bonin YES, Wendy Dumais YES, Gordon Terwilliger YES, Marianne McEnrue YES

The Public Hearing was closed at 5:08pm without any comment from the public.

**MEETING MINUTES**

**A MOTION TO APPROVE** the minutes of May 27, 2020 for the Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and Wendy Dumais **SECONDED** the motion. There was no discussion and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Marianne McEnrue YES, Kim Bonin YES

**A MOTION TO APPROVE** the minutes of June 11, 2020 for the Tracy Memorial Library Board of Trustees Meeting was made by Nancy Mahar and Kim Bonin **SECONDED** the motion. There was no discussion and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Marianne McEnrue YES, Kim Bonin YES

Wendy Dumais abstained from the vote, as she was not preset for the June 11 meeting.

## **COMMITTEE MEETINGS & REPORTS**

### **Library Director's Report from Sandra Licks:**

#### Recent meetings

- Yesterday was our regular *staff meeting* and the agenda included a review of health screening, a mask tutorial, and other procedures for returning to the building.
- There was a *Board of Selectmen meeting* this past Monday night and the Finance Officer reported the Town is in approximately the same financial position as this time last year. At this meeting the Selectmen approved the 1.5% COLA to start as scheduled but will wait until later in July to decide on the additional 2.5% step/merit increase. Town Administrator Kim Hallquist does not recommend opening the Town Offices to the public anytime soon due to a physical layout that is not conducive to social distancing.
- There was a *Department Head meeting* last Friday and the issue of employee vacations was discussed. It is getting to be that time of year when staff will likely want to take time off. A policy was discussed that the Town may adopt and follow in the event a town employee leaves the state for a vacation or for some other purpose. Kim Hallquist is seeking guidance from New Hampshire Municipal Association, Primex (insurance company) and the New Hampshire Department of Health and Human Services. It was determined that New Hampshire employees are free to vacation or travel anywhere in New Hampshire, Vermont or Maine. If the employee travels anywhere else in the country and takes public transportation, they will be asked to quarantine for two weeks. The same policy applies for international travel or a cruise.

#### Youth Services Update from Ben Cote

- Ben reported he did get permission to dedicate the summer reading program to Tomie dePaola and is working hard to launch the program the week of June 29. He will be utilizing the READsquared app that the state library was able to purchase with the CARES funding. The weekly story time has been put on break as the attendance was starting to dwindle. Ben completed 120 sessions over the past three months.

#### Adult Services & Technology update from Jo-Ann Roy

- Jo-Ann reported that last week we had another virtual meeting for the Morning Book Discussion group that usually meets in person at COA. Usually the group breaks for the summer months, but members were all interested in continuing virtual meetings in July and August. We will continue meeting virtually during the next two months and assess after that.

- The Virtual Crafters Meet-Up was cancelled due to lack of interest. Perhaps we will try again in the fall or winter.
- Jo-Ann attended a number of virtual informational meetings about the pandemic and library services as well as weekly adult services meetings. Though there was some success, many libraries found virtual programming wasn't as popular as they had hoped, due in part to virtual burnout on the part of patrons. With low interest, it didn't make sense to spend time and money developing original virtual programs. She decided instead to focus on highlighting options that already exist at museums and other cultural institutions. The highest successes with library virtual programming seemed to be from existing in-person groups that moved online. For example, a library had an existing knitting group that moved online, much like our existing book discussion group.
- Jo-Ann reported she is currently working on developing a summer reading program BINGO game for adults. Patrons will be able to enter the activities and reading to complete the BINGO squares. Staff members have given many good ideas for the square topics. The Library will also provide paper copies of the BINGO board. These could be included in porch pickup bags, to make sure patrons who do not use technology are able to participate. Jo-Ann is thinking of providing two different board versions – one including technology tasks and one geared towards patrons who do not wish to use technology. Prizes will be given at the end of the program. In the past The Friends have funded prizes from Morgan Hill Bookstore and Local Loot certificates in support of local businesses.
- Wireless Internet access continues to be available in the library parking spaces and in the garden for patrons who do not have access at home. Over the last couple of weeks our computer consultant updated our malware/virus protection to a new version that can be managed more easily.
- KOHA, our integrated library system, had an upgrade installed last week, adding new features and fixing bugs (and hopefully not adding too many new bugs).
- There have been a few email questions regarding how to log in and use some of our various digital resources, but not as many as Jo-Ann had expected. She plans to have a handout advertising our digital resources to be included in the porch pick-up bags.
- Following are some usage statistics:
  - ✓ Hoopla was added April 1 and 66 patrons have borrowed 236 unique titles of which the majority were eBooks and audiobooks.
  - ✓ Kanopy started in the middle of May and 8 people have taken advantage.
  - ✓ CreativeBug started on April 24 and has had 17 unique users for 53 sessions
  - ✓ Sandra Licks stated there are approximately 2000 active library patrons

## **Response to Covid-19**

- Sandra stated she issued letter to community on June 12 regarding our pandemic policy and service plan. It is also scheduled to appear in Municipal Matters Newsletter.
- Limited Staff have returned to building this week under new procedures: health screening is self-administered daily, mask and glove wearing tutorials have been viewed, procedures for hand washing/hand sanitizing have been reviewed as well as proper usage of work stations, bathrooms and kitchenettes. General reminders to avoid touching face, maintaining distance when possible, taking breaks (outside) were emphasized. Employees returning to work this week will be minimal with Circ. Team A (Bill & Missy) and the Youth Services Team (Ben & Rachel).
- This week we are developing workflow and procedure for porch pickup and the book drop/quarantine. Our brainstorming covered a huge whiteboard for fine-tuning logistics, including outside signage and 6-foot wait lines. Only one person should be on the ramp approach at a time.
- Anticipate quiet launch next week for porch pick-up and book drop. Currently developing procedures for both of these with limited hours. We will be reaching out to patrons with holds already in place.
- Cleaning is an important part of our pandemic service plan and we will return service back to 5 days a week with a deep clean this Saturday because the library got very dusty during the interim closing.
- PPE update: We are in good shape with an inventory of 1,000 masks, 15 bottles hand sanitizer (with another 2 gallons from the state library on the way), 700 gloves, 10 large tubs of wipes and 1 no-contact thermometer.

In response to a question from Kim Bonin, Sandra stated The Little Free Library would not be open since the library could not have control of the sanitation process. The Little Free Library was installed by mistake by the recreation department due to storage limitations but it was immediately removed. This will be considered at a later time.

In response to a question from Chair Kozma, Sandra stated the bike book delivery will also be considered in the future once the library pickup service is running smoothly. She is eager to return service to the homebound patrons and making this a priority.

#### **Facilities Committee**

- Kim Bonin to contact engineer on getting second draft for sprinkler system.
- Routine maintenance continues such as elevator monthly inspections and semi-annual maintenance of the HVAC system.

#### **Personnel & Policy Committee**

- Gordon Terwilliger stated he was pleased that the budgeted money for the staff cost-of-living increases was going to be available.
- Sandra and Gordon met to discuss review of the Sandra's performance and it was somewhat abbreviated due to COVID circumstances. Gordon emphasized the good work Sandra was doing especially during difficult circumstances. The confidential reviews of

Sandra from the staff members were never opened since the building closed so suddenly. Gordon stated he would open these and share staff comments with the Board.

Marianne McEnrue asked that these letters and the review be shared with the Board.

### **NEW BUSINESS**

- Set fees for FY 2021 (copier/printer, nonresident, fines)  
Sandra is not recommending any changes to the fees. She provided board members with a schedule of fees and increases in the past. The only change should be a 3-month extension of services to non-resident patrons who pay a \$65 annual fee. Although these patrons have access to the virtual components they missed out on the other services.

**A MOTION TO CONTINUE** the current structure of fees for the next fiscal year for Tracy Memorial Library was made by Wendy Dumais. Gordon Terwilliger **SECONDED** the motion. There was no discussion and the roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Marianne McEnrue YES, Kim Bonin YES.

- Elimination of overdue fines has been discussed in previous meetings and the Board was approaching a vote, but because of COVID circumstance it was left unfinished. It was hoped the two new board members had digested the information so that a vote could be taken, but Kim Bonin asked to postpone until new board member Steve Solomon could be present. Nancy Mahar agreed but Chair Kozma was concerned about the handling of fines during porch pickup phase. Director Licks stated there would be no fines charged during porch pick-up.

### **OTHER BUSINESS/FUTURE AGENDA ITEMS**

The end of fiscal year 2020 is June 30 and Sandra stated that once the books are closed the library might be in the position to give some money back to the town. This would be a good-will gesture as the library has realized some savings.

A review of investment policy is scheduled for the next meeting.

### **NEXT MEETING**

- The third Wednesday of the month at 5:00 pm: July 15, August 19, September 16, October 21, November 18 and December 16, 2020

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

The meeting adjourned at 5:45 pm.

Respectfully submitted,

Jennifer Vitiello  
Recording Secretary