

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, July 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/681373525> or by phone by calling +1 (408) 650-3123 and using access code 681-373-525. For technical problems, please call (603) 526-4656 x4.

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

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), Steve Solomon (2023) and Director Sandra Licks

MEETING MINUTES

A MOTION TO APPROVE the minutes of June 17, 2020 for the Tracy Memorial Library Trustees Meeting was made by Gordon Terwilliger. Nancy Mahar **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, Steve Solomon YES

ACCEPTANCE OF CASH DONATIONS

A MOTION TO ACCEPT the cash donations of \$75 in the month of June was made by Gordon Terwilliger. Nancy Mahar **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, Steve Solomon YES

COMMITTEE MEETINGS & REPORTS

Library Director's Report:

- New materials: Sandra stated that staff are very excited and this is our 3rd week of new books, DVDs and audiobooks. We have resumed ordering, cataloging, processing and sending out to patrons.
- On June 25, the \$5,000 gift was deposited into the Mascoma Bank unrestricted CD. This gift was originally received right before the pandemic shutdown and the donor, Dawn Carter, died last month. A sympathy card has been sent to her family
- Town's financial status is in good shape as of July 6 but the next Board of Selectmen Meeting on July 20 will be more telling and detailed.
- Phone line issue: The dedicated telephone line from our elevator has flooded the state 911 system with hang-up calls. This took a week for TDS to resolve a bad cable pairing (not inside the building) on July 6.
- HVAC semi-annual maintenance was recently completed.

- Garden fountain pump is broken and on order and hopefully will be installed next week.
- Friends met outside in the garden on Monday and discussed two items.
 1. The fundraising campaign, which will happen later this month. This campaign usually brings in \$20,000 but this is an unusual year.
 2. The *Tracings* newsletter, which is published semi-annually and will come out in mid-August. This is delivered to all the mailboxes in town.

Facilities Committee: Kim Bonin stated she is still waiting for revisions on the sprinkler system design and bid package but these are expected next week. Kim said she thought the company was sensitive to her requests. It was agreed the Facilities Committee would review first before passing on to the other trustees because several changes are pending. Kim wanted to be sure these had been incorporated. Gordon asked if all the funding would still be available. Sandra replied the money for a bond was approved in March but the Library agreed to double-check with the Selectmen before signing any contracts. Sandra to follow-up with Town Administrator Kim Hallquist and she will report back to trustees on this matter.

Personnel & Policy Committee: Gordon Terwilliger shared the results of the staff evaluation of Library Director Sandra Licks. Most responses were the highest mark of ten on a scale of one to ten. Gordon read several staff evaluations and all were glowing.

OLD BUSINESS

Response to Covid-19

Staffing

- All staff with a regular schedule have now returned to the building. In summary: it feels good, staff feel safe and happy to be serving patrons again!
- Three documents under continual review with staff:
 1. Daily Health Screening Questionnaire
 2. General Procedures for working in the building
 3. Porch Pickup & Book Drop Quarantine Procedures
- We are continuing with weekly staff meetings to discuss work items and sharing some personal stories.

Personal Protection Equipment

- Three gallons of hand sanitizer in stock thanks to the New Hampshire State Library
- Good supply of masks and gloves remaining
- Disinfectant wipes are still hard to come by but books are quarantined so no need to use wipes on books

Communication/Public Relations

- Thank you to trustees for recent feedback via email
- Continual service updates to website and Facebook to keep everyone informed such as added hours.

- Recent ads in Intertown Record & Kearsarge Shopper
 - Summer Reading Programs have been “contact free.” There is a children’s weekly story time via READsquared app. The adult Summer Reading Program is a Bingo board, which includes a technical and non-technical version. The Library will continue with Hoopla, CreativeBug and Kanopy subscriptions, thanks to staff and trustee suggestions.
 - Porch Pickup–on a recent Tuesday there were 100 books on patron hold
 - Porch Returns–1600 items were out at the time of closure and many are coming back
 - Book Bike–made a recent trip to Windy Hill Nursery School and the children were thrilled to see the bike with books arrive.

Marianne asked for home visits protocol via bike and Sandra responded all materials are treated the same as items for porch pickup. Masks and gloves are worn and delivery is contact free.

- New! Letter to community sent via email blast today (see below.) Next will be published highlights in Municipal Matters, ads in the Intertown Record and The Kearsarge Shopper with directions to website for full text.
- New! Mailchimp campaign to collect emails so that patrons are opting in and managing their own preferences.

15 July 2020

Dear Tracy Memorial Library Patrons,

I’m pleased to tell you about recent progress in our phased reopening plan.

We successfully launched Porch Pickup by appointment on June 23, and it has been gratifying to see happy patrons walking by the window with a brown bag of goodies. Demand is highest on Tuesday mornings when, typically, we arrive to find over 100 holds placed by patrons since the previous Porch Pickup day. After the initial launch, we added more hours. Please check our website regularly for any additional changes.

Our Book Drop is open during our Porch Pickup times, and the over 1,600 items that had been checked out before stay-at-home are gradually making their way back. Items will be coming due starting at the end of this month, and other people may be waiting for them, so please return via the Book Drop when you are able, but do not worry too much – there are no fines during this time.

The biggest buzz surrounding a new service is for the Book Bike funded by Friends of Tracy Library. We are off and pedaling! Please contact us if you live near the Library and are interested in receiving a delivery.

Our contact-free Summer Reading Programs are well underway. The youth and teen program, "Imagine Your Story," is dedicated to Tomie dePaola. This year everything is done through our app, Read Squared. Participants can register, log reading minutes, watch our story times, earn prizes and complete missions online.

Summer Reading for adults features the return of Book Bingo. Game boards are included in Porch Pickup bags or can be printed from our website. Complete the books and activities on at least one line to be entered to win prizes.

After a three-month hiatus, we librarians have been thrilled to start ordering and receiving new books, movies and audio books again. But we may have missed a few hot titles. If you do not see something in our catalog, please make a purchase suggestion!

While the building is closed to the public, we continue to provide all of our great virtual resources, including the popular online collection of e-books, audio books, music, streaming video, etc. Based on your feedback, will be keeping newly launched CreativeBug, Hoopla and Kanopy! Additionally, we hold a virtual book group monthly with titles available in Hoopla.

We are working to make this a safe summer of learning and fun and to prepare for the uncertainties of the future. I thank all of the staff for their commitment to the safety of the community and each other, and for their willingness to learn new procedures, all while wearing masks. Thank you also to our Board of Trustees, who have held fast in their commitment to safety.

Your support during this challenging time has been heartening. We look forward to restoring more services as quickly as we can. For the latest updates and frequently-asked-questions, please check our website (<https://tracylibrary.org/>) and FB page (<https://www.facebook.com/tracylibrary/>).

*Best regards,
Sandra Licks
Library Director*

Consider elimination of overdue fines discussion:

Sandra Licks distributed to the trustees the documentation from previous discussions on this topic. This issue was talked about on September 20, 2019, January 15, 2020, and February 19, 2020.

- Steve Solomon stated the Library should encourage patrons to return books and thought some people were intimidated because of fines.
- Sandra Licks opined that some people stayed away because of fines. When asked Sandra stated the penalty for not returning an item is the suspension of the patrons account. This

takes place about 2 months and the patron still has to replace the item. In addition, if an item is more than two weeks overdue, no more materials will be loaned to the patron.

- Gordon Terwilliger asked about the weeding policy to which Sandra informed the condition of the item might prompt removal as well as an item that has been on the shelf over 5 years. There is limited space and all of that space is used so any book that is purchased replaces an existing item on the shelf.
- Kim Bonin suggested tabling the conversation until the Library reopens.
- Eula Kozma did not see any relevance to waiting.

A MOTION TO CANCEL ALL FINES policy to be made public with the future reopening of the Library was made by Wendy Dumais. Marianne McEnrue **SECONDED** the motion. There was 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, Steve Solomon YES.

NEW BUSINESS

- Marianne McEnrue suggested leaving the sandwich board sign up at all times and Sandra to get approval by Town Planner Adam Ricker.
- Town's temporary leave time policy: All trustees received a copy as an email attachment. Sandra stated no approval needed but provided as information. Referring to our own library policy, "the Library subscribes to the Town's personnel policy except as otherwise determined by the Board of Trustees." So any time there is a new Town personnel policy the Library accepts unless there is a reason not to. Town Administrator Kim Hallquist previously reached out to the department heads for input.
- Review of investment policy: All board members received a copy of the investment policy as an email attachment.

A MOTION TO CONTINUE the existing investment policy for another year was made by Wendy Dumais. Steve Solomon **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, Steve Solomon YES.

UPCOMING SPECIAL EVENTS / MEETINGS

- Library Director on vacation week of July 20, 2020. Jo-Ann Roy will be in charge and she will ask trustees for help in special situations.

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Financial Report for FY 2020 is not complete. Not all the information is in so the financial books cannot be closed. This will be presented at the next meeting.

NEW ITEMS/NEW CONVERSATION/OPEN DISCUSSION

- This heading was implemented in the past. Both Director Sandra Licks and Chair Eula Kozma encouraged board members to take advantage of this time to present items not otherwise on the agenda.
- All meetings will continue electronically until further notice and the meeting room is not available as it is being used to quarantine books.
- Board members were asked if they would like a meeting reminder just prior to meeting: yes.

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: August 19, September 16, October 21, November 18 and December 16, 2020

A MOTION TO ADJOURN was made by Gordon Terwilliger. Marianne McEnrue **SECONDED** the motion. The meeting adjourned 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, Steve Solomon YES.

The meeting adjourned at 6:10 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary