

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, August 19, 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/763205557> or by phone by calling +1 (571) 317-3112 and using access code 763-205-557. For technical problems, please call (603) 526-4656 x4.

Chair Eula Kozma called the meeting to order at 5:05 pm.

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) (joined meeting at 5:30), and Director Sandra Licks

Gordon Terwilliger (2021) was absent.

**MEETING MINUTES**

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

**ACCEPTANCE OF CASH DONATIONS**

**A MOTION TO ACCEPT the cash donations of \$125 in the month of July** was made by Marianne McEnrue. Wendy Dumais **SECONDED** the motion. There was no discussion and the roll was called for approval: Marianne McEnrue YES, Wendy Dumais YES, Eula Kozma YES, Kim Bonin YES, Nancy Mahar YES

**COMMITTEE MEETINGS & REPORTS**

**Library Director's Report** by Sandra Licks. The Board of Selectmen approved a mask "resolution" at the Monday night meeting on August 17. This is formally called a resolution and not an ordinance so there will be no enforcement. It is meant to be educational to inform the public of the benefits of wearing a mask and will be voluntary.

It is time for consideration of a possible library opening by appointment only.  
Some of the issues to be addressed and to be considered are:

- This will be a walk-thru service and all chairs will be removed. There is to be no lingering or gathering. It is unfortunate but the library will not be able to accommodate after-school groups of any age. An occupancy limit needs to be established by room.
- Appointments should be made in advance at which time a review of the rules would be acknowledged. This is for cardholders only and patrons will be allowed 20 to 30 minutes in the building. It is not unclear how to enforce this rule.
- Mask will be required for all with the exception for children under 2 years old as defined by the recent Town mask resolution. The Library cannot make any accommodation other than pickup service for patrons who cannot wear a mask as this puts others at risk.
- There is to be one family in youth services at a time.

- There is to be one family in the teen room at a time as this is a small room.
- There will be no access to the 2<sup>nd</sup> floor.
- The first and foremost reason for opening the library door is to allow patrons to browse. Computers and copier will not be used as the sanitation issues are complicated and there is no way to provide no-mask accommodation. In addition there is risk if a user asks for help on the computers, as this requires staff to get in close proximity to the user. It was stated that some patrons do not have computers and count on using the library computers.
- Bathrooms can be used with a warning to users that “use is at own risk.” Library is not able to clean in between users. Kim Bonin thought this was important for our young users and our older population. Marianne McEnrue felt a sign should be placed in the restroom instructing users to hand wash.
- Sandra stated a greeter or ambassador should be at the front door (perhaps a library trustee) to advise patrons of required mask use, hand sanitization, and time limit. It is hoped the doors will be open for 2 to 3 hours at a time.

#### Discussion:

Wendy shared her idea that most people are now conditioned to social distancing and other requirements. Appointments are less friendly but Sandra pointed out that patrons would know the expectations before coming into the building. Marianne said most of us have observed the signs in other spaces where there is a maximum capacity such as what you see happening at major art exhibits. In addition the library could ask patrons to attest to their medical conditions and that they have washed their hands after restroom use.

Sandra shared the results of the New Hampshire Library Director poll as of August 6, 2020. The poll asked the open status of every building. Overall it looks like many are still not allowing the public in their library building right now, but more have plans to allow limited public in their buildings after Labor Day if the COVID situation in their community is stable or improves.

RIGHT NOW 42% percentage of libraries in New Hampshire are NOT allowing the public into the building:

43% said yes in a limited way and of these:

- By appointment–12 out of 81 or 15%
- Controlled/counted limited occupancy–23 out of 81 or 28%
- No limits for occupancy–0 out of 81 or 0%
- No Answer–12 out of 81 or 15%)

AFTER LABOR DAY 68% of New Hampshire libraries plan to open the building to the public:

- Not at all– 3 out 81 or 4%
- By appointment– 20 out of 81 or 25%
- Controlled/counted limited occupancy–35 out of 81 or 43%
- No limits for occupancy–1 out of 81 or 1%
- No Answer–22 out of 81 or 27%

Follow-up to last meeting:

- Fine elimination – Koha software is in the process of culling the appropriate data and once this is finished the fines will be wiped.
- Sandwich board is out as much as possible in response to request by Marianne McEnrue. The Town zoning administrator did not require any special application since it is a COVID response. It is the same idea for the restaurants that have erected tents and increased outdoor seating in the response to COVID.
- Town Administrator Kim Hallquist stated it is ok to proceed with the bond project.

Summer Reading Program wrap-ups:

- Youth & teen prize drawing was featured on Facebook Live and some of the prizes are to be delivered by the new electric bike.
- Adult Bingo had 14 participants and Jo-Ann Roy is tallying the results.

Inter-Library Loan van service resumed last week and 3-4 weeks will be needed to get through backlog of returns. We received half-dozen boxes full of our books. The status on the resumption of new loans is still to be determined.

Our Statistics on Porch Pickup starting June 23 to August 17, 2020

- 2,190 items were checked out
- 10,088 items were checked out during the same time period in 2019
- 1,607 is the total # of items that were out before shut down
- 397 of the 1,607 items still need to be returned
- 397 items due 7/31 (the last date we auto-extended to)
- 100 overdue notices for those items will be mailed this week.
- 67 is the number of overdue items with holds (some have multiple holds)
- 126 is the number of items currently checked out to libraries (ILL extended to 8/31)

Kim Bonin suggested leaving the book drop open longer in hopes of getting more books back. As a full time worker she finds the limited hours hard for her to incorporate into her schedule. Sandra explained that the book drops gets jammed up and then books are left on the porch even in bad weather. Sandra expects the book drop to be open longer as pickup hours are extended.

Sandra stated she hoped to resume Saturday hours on August 29 or September 5 but this is complicated by the shortage of staff right now which includes 2 circulation desk people, 1 youth assistant and others with health issues which hopefully will be resolved.

Sandra discussed the idea from Ben Cote and Rachel Ensign (youth services department) to do outdoor story time and the board members discussed and suggested the following:

- There should be a greeter / usher at the Garden entrance
- Follow the Town resolution for masks with exception of age 2 and under
- Hand sanitizer will be available
- No bathrooms will be available
- Sign up required with the number in party, email needed in case of cancellation
- Layout pod spacing to incorporate 6 foot social distancing

**Treasurer's Report** from Nancy Mahar and Sandra Licks

Nancy's audio connection failed and she was unable to report. Sandra stated Nancy prepares a treasurer's report quarterly that includes a balance sheet and a profit and loss statement. We are closing out the year with an annual report for FY 2020. There is a difference between budgeted expenses and actual expenses in the amount of \$37,126 and this money will be returned to the town. This represents COVID-19 savings and would save the taxpayers money when the next tax rate is figured.

**A MOTION TO ACCEPT the quarterly reports and the annual report for FY 2020** was made by Wendy Dumais. Steve Solomon **SECONDED** the motion. There was no discussion and the roll was called for approval: Wendy Dumais YES, Steve Solomon YES, Eula Kozma YES, Kim Bonin YES, Marianne McEnrue YES

**Facilities Committee**

Kim Bonin informed that Sandra Licks, Steve Solomon and she had met to review the revised bid package and discovered some of the requests had not been included. Currently the project engineer Todd Sullivan of SFC Engineering is preparing a revised design and bid package and this will incorporate some language for COVID-19 precautions. Kim described a scenario where general contractors would walk through the building with the sprinkler company representatives. This project may be delayed as the building industry is very busy and behind on many projects.

No capital reserve projects are urgent at this time. The Facilities Committee is planning to meet and talk about these projects.

**Open discussion**

- Marianne McEnrue would like to reach out to community members who work here but are not residents. She stated it might be easier for community members to use our Library instead of trying to get to their own town library after a commute that could be an hour or more. She suggested contacting the Chamber of Commerce for some input on number of people who work in Town.
- Steve Solomon agreed and shared his experience with the Manchester Public Library.
- Kim Bonin stated a reduced fee for business owners would be a great perk but she understood that it might not be possible at this time.

Currently free membership cards are offered to business owners, Town of New London employees, Kearsarge students and Colby-Sawyer students and employees. During economic hardship in 2010 free cards were rescinded for the Barn Playhouse and Kearsarge district employees. Sandra explained the reasoning for this was an inequity issue for taxpayers who fund the library. Eula asked Sandra to get some more statistics for future meeting.

Wendy Dumais asked board members for a discussion at an upcoming meeting concerning library hours in the future. It was agreed to discuss later and Sandra would provide data.

**NEW BUSINESS**

- Refund COVID-19 savings to Town in the amount of \$37,126.00

**MOTION TO RETURN SURPLUS LIBRARY MONEY OF \$37,126** to the Town of New London was made by Wendy Dumais. Steve Solomon **SECONDED** the motion. The roll was called for approval: Wendy Dumais YES, Steve Solomon YES, Eula Kozma YES, Kim Bonin YES, Marianne McEnrue YES

### **Financial Statement for FY 2020**

This statement was gone over under the Financial Report heading and approved by the board. Sandra shared the statement for display purposes since this page is actually what appears in the town report in March.

### **Budget for FY 2022 due September 14, 2020 (operating and capital reserve)**

Sandra Licks stated that it is imperative the Library abide by the Town deadline this year. The September Library Trustees meeting will be moved up to September 9<sup>th</sup> at 5 pm so that the Board could approve this budget and accommodate this deadline. Sandra will try to have all information for board members on the Friday before so there is ample time to review.

**Resignation**—With great regret Sandra said she accepted the resignation of Circulation Desk Assistant Lisa dawn Glidewell who recently finished her teaching certification and obtained employment as a first grade teacher at Grantham Village School. She will be missed. Along with some other vacancies, the Library will need to hire two to three new employees. This is a long process that needs to be started immediately with hopes new staff will be trained and in place by the time the library moves further in the reopening plan.

### **UPCOMING SPECIAL EVENTS / MEETINGS**

- Budget Committee to draft FY 2022 operating budget
- Facilities Committee to update capital reserve plan

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

**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**

- Move September meeting to September 9 for purpose of approving FY 2022 budget in advance of September 14 deadline
- Thereafter, third Wednesday at 5:00 pm including October 21, November 18 and December 16, 2020

**A MOTION TO ADJOURN** was made by Steve Solomon. Marianne McEnrue **SECONDED** the motion. There meeting adjourned and the roll was called for approval: Wendy Dumais YES, Steve Solomon YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, , Kim Bonin YES.

The meeting adjourned at 6:20 pm.

Respectfully submitted,

Jennifer Vitiello  
Recording Secretary