

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

Wednesday, September 9, 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/303413341> or by phone by calling +1 (408) 650-3123 and using access code 303-413-341. 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), 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 the August 19, 2020 meeting for the Tracy Memorial Library Trustees was made by Nancy Mahar. Steve Solomon **SECONDED** the motion. There was no discussion and the roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Marianne McEnrue YES, Gordon Terwilliger YES, Kim Bonin YES. Wendy Dumais abstained.

ACCEPTANCE OF CASH DONATIONS

There were no cash donations for the month of August.

COMMITTEE MEETINGS & REPORTS

Library Director's Report by Sandra Licks:

Help wanted advertisements have been placed and the closing date for applications is September 25. So far, 6 applications have been received for the circulation desk and 4 applications for youth services. The Trustees requested coordination for that hiring with evolving hours and intensity of use. The Library began Saturday pickup hours on August 29 and this is going very well after completing 2 Saturdays. The book drop is now open 24/7 and Sandra was pleased to report the book drop did not get inundated.

Porch Pickup Statistics

- July = 229 unique borrowers and check outs of 1,908
 - August = 234 unique borrowers and check outs of 1,542
- (Check outs are approximately 20% of 2019)*

Online Resources Statistics

- *Britannica* Online surged in April but dropped off thereafter.
- *CreativeBug* peaked in April and May but has dropped off.

- *Hoopla* holds steady at 40 plus users each month checking out just over 100 items each month.
- *IndieFlix* are documentary type films and it gets very little use.
- *Kanopy* had 33 plays in May, 43 plays in June, 19 plays in July and 8 plays in August.
- *Mango*, the foreign language app, had a surge in June and July and dropped off in August. Previous to that there were very few users.
- *Overdrive* has always been and continues to be very strong as the numbers below indicate:

	eBooks	Audiobooks	Magazines	Total
June	471	524	15	1010
July	452	566	6	1024
Aug	447	596	3	1046

- *Ancestry.com* we have for a limited time and its use peaked in May.
- *NoveList* had a huge uptick in July and August. People are looking for advice on what to request for Porch Pickup.

Outdoor Storytime will launch on Tuesday, September 22. A one-page set of guidelines will spell out what library staff will do and what patrons will do to have fun and keep safe. There will be 10' by 10' squares indicated on the lawn and after patrons check in with a greeter they will be proceed to a pod (square) where they can place their blanket or beach towel. Groups should be 4 people or less and there is a limit of 10 groups/pods. Masks and sanitizer will be provided. There will be a craft component for patrons to take home and bathrooms will not be available. Eula suggested adding porch pickup option for attendees.

Additional COVID-19 Preparations

Clear shower curtains are to be installed by the town handyman this Friday at the circulation desk area between the Plexiglas protected checkout stations. This area was designed to be wide open and the current Plexiglas is not enough. Sandra felt staff members need extra protection.

Interlibrary Loans to resume September 15.

Jo-Ann Roy informed there has been a wireless upgrade to the staff and the public networks.

Jo-Ann Roy held an online book group on September 8. The book *American Dirt* is about a mother and son fleeing a drug-cartel to cross the US-Mexico border. This book has received a lot of attention both positive and negative, and Jo-Ann says it generated a very good discussion.

Update to temporary leave policy has been tweaked so that employees can travel anywhere in the New England states regardless of the transportation mode. They will not be required to quarantine. Any travel outside New England however will require quarantine.

An update to COVID health screening protocol specifies *unexpected* symptoms mean staff cannot enter the building. So symptoms known to be part of a chronic condition like allergies do not disqualify working in the building.

Facilities Committee

Kim Bonin stated she received the revised bid package and everything is up to date including all additional requests. The next step is for the Facilities Committee to decide from a list of general contractors who might be invited to bid on the project. This needs to be narrowed down so that it is manageable for the bid walk-thru. This process has taken a very long time to get to this point and now there is a sense of urgency as we have a deadline. Kim stated it would be preferable to have bids received by the end of 2020 or the beginning of 2021.

Personnel & Policy Committee

Sandra shared her receipt of an official letter of retirement from Timmie Poh after 38 years of service. She started as a children's librarian in January of 1982. Sandra asked the Trustees for ideas in which to celebrate Timmie's departure and it was agreed to talk over with Timmie to be sure she is comfortable with any plans.

Marianne McEnrue asked for a Koha report of circulation activity by day of week and hour, for two years would be sufficient. For instance, how many people and how many items checked out on average by hour by day over the past two years pre-COVID on a monthly basis. Marianne wrote: "I am interested to know the intensity of usage in order to discuss and decide on the associated potential staffing requirements as well as making changes to library hours. If anyone else can think of a better way to array these data for decision-making, I am certainly open to that suggestion."

Review traditional **open hours** Tuesday and Thursday from 9am-8pm; Wednesday and Friday from 9am-5pm; Saturday from 9am-1pm. The Trustees asked Sandra to compare with open hours of other local libraries plus Lebanon and Hanover. This will be discussed at a later date.

Review policy of **fee for non-residents** who work in Town: labor force of 1,871 persons x .45% commute from other community = 842 potential free cardholders. (*Source: <https://www.nhes.nh.gov/elmi/products/cp/profiles-htm/newlondon.htm>*) The Trustees asked Sandra to compare policy of fees at other local libraries plus Lebanon and Hanover. This will be discussed at a later date.

Open Discussion

Kim Bonin asked about the library's participation in the "Pumpkin People" display sponsored by the New London Department of Recreation, and it was agreed to get some more information due to the uncertainty of COVID-19.

OLD BUSINESS

- None to be discussed or covered elsewhere in this document.

NEW BUSINESS

Draft of operating budget for FY 2022

Sandra thanked the committee of Eula Kozma, Nancy Mahar and Wendy Dumais who worked with her on August 31. This budget is a little lower than the previous year and includes a 2.5% step increase for employees (the same is being done by the Selectmen for the other town employees). Any COLA increase will be added later in budget process. We did zero out the revenue for fines since the Trustees decided to no longer charge. This revenue was made up in other places. In the past the annual cleaning contract cost of \$16,000 to \$20,000 was paid directly by the town, so it did not appear in the library's operating budget. It would be noted at the bottom of the spreadsheet and it was always a little confusing to people. In order to make this clearer, it is now included as a line item in the library budget and the library pays it directly. There is a supplement for projects such as window washing or carpet cleaning. Additionally, the library is able to take advantage of the town handyman who was hired on a full-time basis. The Selectmen have opined that the building is important and should be kept in good repair. Steve Solomon thought the anticipated gifts were a little aggressive. Sandra stated she expected to see a budget meeting schedule in the near future.

A MOTION TO ACCEPT the draft of the operating budget FY 2022 for Tracy Memorial Library was made by Wendy Dumais. Steve Solomon **SECONDED** the motion. The roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Marianne McEnrue YES, Gordon Terwilliger YES, Kim Bonin YES, Wendy Dumais YES, Steve Solomon YES.

Draft of Capital Reserve for FY 2022

Kim Bonin, Steve Solomon and Sandra Licks met to discuss capital reserve projects and agreed to prioritize the sprinkler system project because it is not certain that the \$250,000 bond will be enough to cover the costs given the current shortage of construction labor force and the availability of construction materials during the pandemic. This will impact our capital reserve request. In order to get the bond funding we need a signed contract by June 20, 2021. Given the potential cost overruns and potential delays the committee feels a need for a contingency fund for the project. Each year at town meeting we have to ask the town for approval for money that goes into the capital reserve fund, but we do not have to ask the town voters to approve a specific expenditure because Sandra recently discovered that the Selectmen are "agents to expend" and they can approve expenditures at any time. This give us more options. Sandra asked the Trustees to consider skipping the FY 2021 capital improvement project and save the \$40,000 (earmarked for kitchen and bath improvements) and roll over into FY 2022. Request the customary \$35,000 appropriation in FY 2022 to bring balance up to \$100,000, and then later when we know the cost of the sprinkler project and we know the time frame, we can then draw upon the capital reserve fund with Selectmen approval. It is important to keep up a dialog with the Selectmen so they are informed when the costs come in and what the construction time line is. If more money than the original \$250,000 bond is needed, we can go to the Selectmen and expend from the capital reserve money.

A MOTION TO APPROVE the draft of the Capital Reserve Budget FY 2022 for Tracy Memorial Library was made by Marianne McEnrue. Steve Solomon **SECONDED** the motion.

The roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Marianne McEnrue YES, Gordon Terwilliger YES, Kim Bonin YES, Wendy Dumais YES, Steve Solomon YES.

UPCOMING SPECIAL EVENTS / MEETINGS

- FY 2022 budget due to Selectmen/Budget Committee by September 14, 2020

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Review policy of fee for non-residents who work in town (to be discussed at a future meeting)
- Review traditional open hours: Tuesday and Thursday from 9am-8pm; Wednesday and Friday from 9am-5pm; Saturday from 9am-1pm Town (to be discussed at a future meeting)

Eula Kozma asked for information on what our library neighbors are doing on the two above 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

- Third Wednesday at 5pm including October 21, November 18, December 16 in 2020.
- Eula asked trustees if they were open to an in-person socially distanced meeting on October 21. Several trustees were in agreement and Marianne McEnrue asked for microphone amplification. One trustee expressed in-person and inside may not be a good idea at this time. All to think more on this.

A MOTION TO ADJOURN was made by Steve Solomon. Kim Bonin **SECONDED** the motion; roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Kim Bonin YES, Gordon Terwilliger YES, Steve Solomon YES.

The meeting adjourned at 6:19 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary