

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Wednesday, November 18, 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/476021901> or by phone by calling +1 (872) 240-3311 and using access code 476-021-901. 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 who she stated she was alone (Chair 2021), Wendy Dumais and she stated she was alone (2021), Gordon Terwilliger and he stated he was alone (2021), Nancy Mahar and she stated she was alone (2022), Kim Bonin and she stated she was alone (2022), Marianne McEnrue and she stated she was alone (2023), Steve Solomon (2023) and he stated he was in the company of Beverly Marshall, Director Sandra Licks who stated she was alone as was Assistant Director Jo-Ann Roy.

**A MOTION TO APPROVE** the minutes of the October 21, 2020 meeting for the Tracy Memorial Library Board of Trustees was made by Kim Bonin and 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, Gordon Terwilliger YES, Kim Bonin YES, Wendy Dumais YES and Steve Solomon YES

**A MOTION TO ACCEPT the cash donations of \$110 in the month of October** was made by Gordon Terwilliger 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, Wendy Dumais YES, Marianne McEnrue YES, Kim Bonin YES, Steve Solomon YES

## **COMMITTEE MEETINGS & REPORTS**

### **Library Director's Report**

In follow-up to her formal letter dated November 12, Sandra Licks informed the board of her decision to resign as of February 12, 2021. She stated January will be her 14<sup>th</sup> year at the library and she is looking at some new opportunities. She emphasized to the board the importance of selecting a new library director. She recommended hiring a company to work through this hiring process. She does not feel she should be part of this process. She also suggested the costs for employing a search firm would be covered by COVID savings in the current operating budget. In addition, there would be savings as the new library director salary would start at a lower salary. It was agreed that Gordon Terwilliger will head up the search committee along with Eula Kozma and Marianne McEnrue who are on the Personnel and Policy Committee. Steve Solomon expressed an interest in being a part of this search committee. Sandra stated that Jo-Ann Roy and Ben Cote are interested as library staff who would represent their co-workers. Steve Solomon did not think staff should be part of the voting process, and Sandra agreed that their input is important but they would not vote. Nancy Mahar also agreed that staff should be involved in this selection. Eula felt the involvement of staff was important but not in a voting capacity. Eula was appointed to search for a professional staffing firm.

Two new hires Putnam Kidder (youth services) & Brian Hobart (circulation desk) had orientation on November 9 and their training is ongoing.

There are current staffing challenges affecting four part-time positions. One has been out on medical leave for 6 weeks now; another has not been allowed hours in building due to ongoing trips to help family outside of New England requiring quarantine. Another currently is due to travel requiring quarantine on return and another will travel next month with a requirement to quarantine as well.

- Outdoor Story Time

There were 10 young attendees for story time on November 10th. There was no story time this week as it was too cold to sit outside. We will continue to evaluate upcoming weeks as this has been such a successful endeavor.

The last bike delivery was on October 29<sup>th</sup>.

At Sandra's request, Nancy Mahar opened a letter addressed to the board from a patron asking for library open hours. Since the library had just started reopening, the patron was notified of the hours by Sandra.

- Stats

Circ Stats for October: up 215 over September, but just 31% of October 2019

**Pre-Pandemic**

	<b>Issues</b>	<b>Renewals</b>	<b>Total</b>
Jun-19	4658	1179	5837
Jul-19	5925	1326	7251
Aug-19	5229	1248	6477
Sep-19	4014	935	4949
Oct-19	4902	1360	6262

**Porch Pick-Up (June 23) & Open Hours (Oct. 28)**

	<b>Issues</b>	<b>Renewals</b>	<b>Total</b>
Jun-20	122	19	141
Jul-20	1416	492	1908
Aug-20	1285	257	1542
Sep-20	1490	236	1726
Oct-20	1651	290	1941

Unique Borrowers Stats for October: up 25 over September, 40% of October 2019

**Pre-Pandemic**

Jun-19	719
Jul-19	803

Aug-19 797

**Porch Pick-Up (June 23) & Open Hours (Oct. 28)**

Jun-20	49
Jul-20	229
Aug-20	234
Sep-20	294
Oct-20	319

- Online Resources for October

Britannica, Ebsco, CreativeBug, HeritageQuest, Mango **no usage**

Ancestry (temporary) **low usage**

Hoopla: 51 patrons, 126 circs (has been steady or increasing each month)

Kanopy: up slightly after being down since July

Overdrive/Libby: continues to be higher this year than last year, 1067 Oct 2020 vs. 812 Oct 2019

NoveList: all-time high (173) since we started it Aug 2019

The Friends met on November 9th including our liaison Wendy Dumais. There are two new members, Louise & Katie Moses who will be replacing Lisa Ensign Wood and Sue Eslick. Friends are now considering their own website that will enable online donations through PayPal. Louise Moses has experience in web design for non-profits. The Friends will again fund the annual tradition of holiday gifts for staff (a \$50 gift certificate at any of the New London "Local Loot" establishments). The Friends have also agreed to purchase a screen and projector for showing outdoor movies. This is worth \$1000. The Friends Corner has been revamped and now features the art of member Carrie Bouton.

Timmie Poh has changed her mind about a parade for her retirement. Instead, it was decided to do a card shower. Ads to promote will be featured in the Intertown Record (free color), The Kearsarge Shopper, our own website and Facebook. Materials are currently being accepted now thru December 16.

"Abolitionists of Noyes Academy," a great virtual program presented by reporter Dan Billin and hosted by Assistant Director Jo-Ann Roy on November 12, was attended by 60 people! A short recap follows:

In 1835, abolitionists opened one of the nation's first integrated schools in Canaan, NH, attracting eager African American students from as far away as Boston, Providence and New York City. Outraged community leaders responded by raising a mob that dragged the academy building off its foundation and ran the African American students out of town. New Hampshire's first experiment in educational equality was brief, but it helped launch the public careers of a trio of extraordinary African American leaders including Henry Highland Garnet, Alexander Crummell, and Thomas Sipkins Sidney. Dan Billin plumbed the depths of anti-abolitionist sentiment in early nineteenth-century New England and tied it in with a local schism at New London's Baptist church.

The Library's entry of the Pumpkin People depicting the children's book *Llama, Llama Red Pajama* won the Town department category!

#### Reopening status

- Limited hours and capacity began on October 28
- Main floor – the first hour was brisk, visits drop off during the last two hours although today was better distributed with 25 patrons in the first hour and 30 people over the final two hours
- Youth floor – 5 out of the six slots were booked
- Advertising has begun in Municipal Matters, the Intertown Record, The Kearsarge Shopper, the library website and Facebook
- Greeter duties have been filled by Sandra, Jo-Ann and Gordon; Nancy is on the list to help also. Thank you.
- PPE – have plenty on hand, recently picked up more wipes and gloves at town hall
- Rising cases are being monitored and we are prepared to pull back if the comfort level of staff changes.
- New Hampshire Library Directors call on November 12 indicated that some libraries have pulled back while others are considering what might prompt a pull-back. Sandra stated she is comfortable with library accommodations for now.
- There was a Valley News article on November 15th talking about our local libraries in Lebanon, Newport and Sunapee. Lebanon library had plans to reopen but it is now pulling back due to the recent rise in COVID infections. Newport and Sunapee are also reconsidering their open status.
- No open hours Wednesday of Thanksgiving week due to staffing. Open hours will resume the following week.

**Treasurer's Report** – FY 2020 files have been returned from auditors: P&L and Balance Sheet for September were distributed. Nancy Mahar asked board members to note that income and expenses are down a bit due to COVID while at the same time the maintenance expenses are up due to the extra cleaning needed to keep COVID at bay.

#### Facilities

- Sprinkler bids were due November 16 but still do not have any bids from a general contracting company. Only one sprinkler company has bid \$143,000 plus \$2,500 alternate which was received about two hours prior to the start of this meeting. Kim Bonin did not have time to review prior to meeting.
- Kim Bonin informed the board that she, Steve and Sandra met with Frank Anzalone on November 12 to gauge his interest in potentially becoming a paid consultant. There has been no interest so far from general contractors to try to pull the rest of the bids together to complete the package. With one sprinkler bid as well as Capital Alarm Systems portion there are still several large ticket items that need costs. This includes such items as electrical, painting and finish carpentry. Frank Anzalone knows the building well because he was a board member for so many years and because

he's an architect. Previously as a board member he wasn't able to provide services because it was potentially a conflict of interest. Now that he is not a board member this is something to be explored. Kim encouraged the board to continue conversations with Frank. He is interested in seeing this project through completion because he knows this has been in development for many years. He also offered to provide a discount for his services. Kim stated that because she is a board member, she can volunteer her services and together they could try to determine what the total cost will be. This is the fastest way to do this. With the lack of general contractors there could be lead times of two to three years and the material costs are rising. It's a difficult situation but if we are able to speak with subcontractors or smaller general contractors, we could pull the entire budget together. Kim is hopeful that by the end of the year we'll be able to pull these costs together. Sandra said that if we're not going to have a general contractor this is next best thing. She feels confident that Frank Anzalone would make sure that this project is successful. Kim mentioned that Frank is aware that Sandra is leaving, and Frank has ties to the library and an interest in staying involved. Kim opined the board should encourage Frank because even as a paid consultant it would be important for him to stay involved. In addition, he literally knows every inch of the library.

Kim advised she has forwarded a copy of the proposal to Frank and SFC Engineering has also provided a list of things that were not covered under the bids by the sprinkler company and Capital Alarm Systems. We will be able to fill in the blanks. Frank is going to review the proposal and determine how much time he thinks would be needed to try to pull the rest of the project together, whether it's contacting some smaller general contractors or individuals. Frank will determine how many hours and then submit a proposal for his services for our review.

### **Personnel and Policy Committee**

Gordon stated that he and Marianne needed to look at the policy and decide on two or three areas to bring back to the board with recommendations. Gordon and Marianne to talk at some point before January and decide what to present to the board. Steve Solomon asked if the board was happy with the current library director's job description because we're going out to recruit for this position and this is a crucial part of what will be presented to the candidates. Gordon Terwilliger said he will get input from all board members and will update. Marianne asked if the candidate would need a degree in library sciences. She wondered if there any other degrees that would be considered or should it be specific to library sciences? Sandra replied that is a pretty standard requirement for a library of the size of Tracy although a smaller library might not require.

### **Open Discussion**

Steve Solomon wanted to clarify what could be discussed in email communication between several board members and if it constituted a formal meeting. It was determined that it is best to use email only for information and not for deliberation.

### **OLD BUSINESS**

#### **Response to COVID-19 pandemic**

Sandra Licks shared information from today's Emergency Management Committee Meeting

- The community transmission rate is increasing
- In New London there are seven active cases currently
- There is some quarantine confusion at the state level, but it is best to err on the side of caution
- New London Hospital is back to lockdown. This means no visitors for patients with a couple exceptions.
- Colby Sawyer College did well with just 1 active case for a total of 6 cases. Twenty-two hundred tests were done. The residence halls are closing down before Thanksgiving and plan to reopen January 2021.

### **Holiday Closures for 2021**

- Board members received a list of the Tracy Memorial Library Holidays proposed for 2021.
- For comparison the 11 paid holidays for 2020 on the sheet are grayed out to indicate what was approved for 2020
- Town personnel policy dictates there are 11 holidays, and only full-time or regular part timers receive paid holidays
- The library has three full time employees and two regular part time employees (21 hours a week or more) that are entitled to and receive prorated leave and sick time as well as paid holidays
- Non-regular part time employees who do not receive paid holidays are paid a shift differential of \$1 per hour for evenings and Saturday work.
- Following is the proposed Holiday Closure Schedule for 2021:

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr. Day
Monday, February 15	Presidents' Day
Monday, May 31	Memorial Day
Monday, July 5	Independence Day
Monday, September 6	Labor Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Friday, November 26	Day after Thanksgiving
Friday, December 24	Christmas Eve
Saturday, December 25	Christmas Day

**A MOTION TO APPROVE** the proposed Holiday Closure Schedule for 2021 for the Tracy Memorial Library was made by Steve Solomon and Gordon Terwilliger **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 YES and Steve Solomon YES

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

- Holiday: Thanksgiving, Thursday and Friday November 26 & 27
- Library Director Sandra Licks off November 19 through Thanksgiving
- Selectmen turn budget over to the Budget Committee, our date to be renegotiated to January 6, 2021

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

- Sandra Licks notified staff, Town Hall and Friends of her resignation as Library Director effective February 12, 2021
- Filing period for candidacy for elected library trustee officials (January)  
Two candidates are needed to fill terms that are expiring
- Review policy of fee for non-residents who work in town
- Review traditional open hours: Tuesday & Thursday 9am to 8pm; Wednesday & Friday 9am to 5pm; Saturday 9am to 1pm

**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: December 16, January 20, February 17

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

The meeting adjourned at 6:28 pm.

Respectfully submitted,

Jennifer Vitiello  
Recording Secretary