

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, October 21, 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/170503445> or by phone by calling +1 (571) 317-3122 and using access code 170-503-445. For technical problems, please call (603) 526-4656 x4.

Chair Eula Kozma called the meeting to order at 5:02 pm.

Present via 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 and he stated he was alone (2023), and Director Sandra Licks and she stated she was alone.

MEETING MINUTES

A MOTION TO APPROVE the minutes of the September 9, 2020 meeting for the Tracy Memorial Library Board of Trustees was made by Steve Solomon. Nancy Mahar **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, Steve Solomon YES.

ACCEPTANCE OF CASH DONATIONS

There were no cash donations for the month of September

COMMITTEE MEETINGS & REPORTS

Library Director's Report:

Stats for September porch pickup are up 184 over August, but just 35% of September 2019

Open

Library	Issues	Renewals	Total
Jun-19	4658	1179	5837
Jul-19	5925	1326	7251
Aug-19	5229	1248	6477
Sep-19	4014	935	4949

Porch

Pick-up	Issues	Renewals	Total
Jun-20	0122	019	0141
Jul-20	1416	492	1908
Aug-20	1285	257	1542
Sep-20	1490	236	1726

Stats for Online resources: There has been improvement for Britannica and HeritageQuest. There has been continued support for Hoopla, Overdrive/Libby and Ancestry. There has been little usage of CreativeBug and IndieFlix (which has been cancelled). Although Kanopy started out strong there has not been a high rate of continued use. Mango also had some spikes earlier but then fell off.

Outdoor Story Time is still going strong for 5 weeks now with an average of 4 to 5 groups per session. Beth from the circulation desk has served as a guest reader and the children loved it.

Bike Pedaler by the Head of Youth Services has been successful but expects to end in early November. Books have been delivered to Woodcrest, Bittersweet, Windy Hill, various homebound patrons, and some families.

Pumpkin People display went up October 15! *Llama Llama Red Pajama* (parent, child reading bedtime story) was created by staffer Bill Bastille. Llama's head is a gourd and the bedposts are small pumpkins.

NHSL Director's call tomorrow

On the agenda is an updated poll of the current condition of libraries and if their buildings are open in some capacity. Back in August about half of the buildings were open with nearly 70% *planning* to open post Labor Day. There were thoughts on how to gauge expansion/contraction of services and how to determine what's "safe" in a community.

Reopening for Walk-Thru Service

- Weekly staff meetings continue
- Main floor browsing will start week of October 26 on Wednesday from 2pm to 5pm
- Max capacity of 10 patrons, this will be a first-come, first-served basis and a 20 minute limit
- All chairs will be moved to second floor
- Additional plastic curtain to close up space between plexiglass in the circulation area
- All new books to be moved to allow for more patron standing room
- Greeter/Ambassador will be stationed at door and trustees Steve, Gordon, Nancy and Marianne indicated an interest depending on the schedule
- This browse time will not coincide with pickup service

Board Discussion:

- It was suggested the library should reconsider allowing patrons to make appointments online and by doing so patrons would agree to the rules
- It was stated there should be signage and masks must be worn at all times.
- There was concern about pandemic predictions and the library must be ready to modify service tiers very quickly
- Steve Solomon reiterated the importance of mask wearing and sanitation.
- Kim Bonin asked about the availability of restroom to which Sandra informed the restroom will be available on the main floor and the children's room downstairs but signage is being created to use the restroom "at your own risk."
- Marianne wondered how the time slot of 3 hours was determined and Sandra informed it may be the maximum time an employee would be able to stand and wear a mask without break.
- Steve asked about the virus in New London, which currently has 1-4 cases. Warner is especially high at this time because of a senior living facility outbreak. The positivity rate in New Hampshire is 1%.
- Steve wondered where the impetus to open was coming from to which Sandra replied it came from herself, from the staff, from individual Board members, and from patrons / the community.
- Sandra emphasize that the predictions for the pandemic are not good and that as we inch forward, we need to be prepared to step back if circumstances dictate.

Youth Services browsing

- These hours will not be the same hours as above (but may coincide with pickup)
- Youth Services will begin on Thursday, October 29 from 10am to 1pm
- One family will be allowed at a time by online appointment with a 20-minute limit

Facilities Committee

Monday morning, October 19, 2020 Sandra was at the library for the contractor walk-thru. Also on hand were the project engineer, and 2 representatives from 2 sprinkler companies. Nobody from the six or seven general contractors showed. The project engineer intimated that this project might be too small and/or it might not fit into general contractor schedules for the upcoming year. So the GC role is in question. Perhaps this project does not require a general contractor but Sandra not comfortable with this. Kim agreed a GC was absolutely necessary. Per project engineer: "I will reach out to the sprinkler companies that attended the walkthrough for suggestions. I will also try to get a response from each one to determine if they will be excluding the water entrance and finish work. If they do we can set up a time to discuss the best options for those components moving forward. I will let you both know when I have an update." Kim said she would get in touch with Frank Anzalone who is a former board member and brainstorm.

There was a Capital Reserve Meeting on September 28, thanks to Kim Bonin for attending along with Sandra. There was a question about this year's project (kitchens & baths) which will be put on hold to prioritize sprinklers.

Personnel & Policy Committee

Gordon suggested looking at and reviewing a small portion of the policy every year instead of taking on the entire policy. Sandra will email the policy manual and members of the committee can select 3 or 4 policies of interest.

New hires

- Sandra, Jo-Ann Roy and Missy Carroll interviewed the circulation desk candidates. There were 16 applicants, 3 interviews and the committee chose Brian Hobart.
- Sandra and Ben Cote interviewed 4 candidates for Youth Services Assistant; two candidates had a second interview. There were 11 applicants total and Putman Kidder was selected.
- Training will be November 9 and applicants understand that the schedule is in flux.

Open discussion: online donations

Steve Solomon passed along some suggestions from Doug Lyon who is currently on the Zoning Board. He stated that people do not write checks anymore and suggested online donations over the Internet might be the way now and in the future. Eula stated the library does not solicit donations in this way, and it might be more appropriate for Friends of Tracy Library, a 501c3 non-profit organization, whereas Tracy Memorial Library is not.

OLD BUSINESS

Response to COVID-19 pandemic: in-person/in-building service
Preparations

- PPE supply is good: disinfecting wipes, masks (for staff, patrons and kids), hand sanitizer (including auto dispensers)
- Script for enforcing face covering requirement
- Physical changes to space – removing chairs, moving new book display, decluttering, buttoning down staff-only spaces
- Signage – only what necessary: e.g. masks required and floor decals where to stand

Pandemic status as of 20 October

- New London: 1- 4 active; 10 total
- Bradford: 0 active; 6 total
- Newbury: 1- 4 active; 11 total
- Springfield: 1- 4 active; 1- 4 total
- Sunapee: 0 active; 9 total
- Warner: 44 active; 54 total (recent outbreak at senior living facility 35 residents and 8 staff)
- Current cases in State at 824 and total cases 9,828
- On October. 2, health officials began adding antigen test results to the totals because the rapid tests are becoming more widely used. That resulted in an apparent spike in positive cases, as positive antigen tests from over the course of the pandemic were added.
- The state's test positivity rate is 0.9%
- 16 people are currently hospitalized.
- 468 deaths in State have been attributed to COVID-19 over the course of the pandemic.
- Health experts predict tough time ahead, so be prepared to pull back on services

NEW BUSINESS

Patron feedback on Tracy Memorial Library's pandemic services

A letter of criticism for the Library's handling of pandemic services was sent directly to Selectman Nancy Rollins who forwarded it to Town Administrator Kim Hallquist. The patron did not think the Library was doing enough to help residents get through a lonely and frightening time. Sandra and trustees were asked to be present at the Board of Selectmen meeting on Monday night 26 October to discuss. Wendy stated it is important to stress that the library has a very comprehensive plan and is taking this very seriously. A lot of thought and planning has gone into how this is to be done safely for the patrons and staff. This process is new and adjustments are made on an ongoing basis. Marianne invited Sandra to communicate the plan to the Select Board, she does not think this is finger-pointing. This should be looked at as a request for information. Wendy added to keep in mind that the Town Office doors are still closed.

Review policy of fee for non-residents who work in Town (to be taken up in future)

Review traditional open hours: Tuesday & Thursday 9am to 8pm; Wednesday & Friday 9am to 5pm; Saturday 9am to 1pm (to be taken up in future)

UPCOMING SPECIAL EVENTS / MEETINGS

- Joint Selectmen/Budget Committee review of Tracy Memorial Library budget on October 26 at 6:30pm
- Holiday: Veterans Day, Wednesday, November 1

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Treasurer's Report for September (not available yet)
- Holiday closures for 2021 (to be taken up in future)
- Filing period for candidacy for elected officials (January)
Note that three members have terms set to expire in March: Wendy Dumais two terms, Gordon Terwilliger two terms, and Eula one term. The Board's bylaws suggest that trustees not serve for more than two terms, so there would be two openings for the next election, while Eula would be eligible to run again.

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: November 18, December 16, January 20 and February 17

ADJOURNMENT

A MOTION TO ADJOURN THE MEETING was made by Marianne McEnrue. Wendy Dumais **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 6:25 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary