

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Wednesday, December 16, 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/664304493> or by phone by calling +1 (571) 317-3122 and using access code 664-304-493. 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 alone, Director Sandra Licks who stated she was alone as did Assistant Director Jo-Ann Roy.

A MOTION TO APPROVE the minutes of the November 18, 2020 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Marianne McEnrue **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 \$30 in the month of November was made by Wendy Dumais and Marianne McEnrue **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 from Sandra Licks

Youth Services Holiday program "A Visit with Santa" is scheduled for Wednesday, December 23rd at 5:30pm. Young patrons can take home a package in advance and make a snow ornament which they will exhibit at the virtual party.

Sandra stated that on December 9th she had a video call with the Emergency Management Committee about COVID status in New London and there are currently 8 active cases. COVID testing is widely available but the results are delayed. The food pantry may need volunteer assistance if the situation deteriorates; New London Hospital to begin vaccinating frontline employees (category 1A to include Emergency Medical Service, Police Department and the Fire Department) on December 18th. At the time they had no idea how many doses will be received so they will need to make tough choices if there is not enough. The vaccine needs to be kept at a temperature of -92 degrees. There is an enormous data entry burden and there is a need for standby recipients if designated recipients don't show. Colby-Sawyer College staff is working remotely during break; the Council on Aging is still offering transportation service and some in-person programs (with a maximum of 10 people); Police Department lobby open for now but a cluster outbreak would prompt pullback; Town Hall has no plans to reopen the building and it is likely it will be a full year before consideration for reopening. Town Meeting in March is undecided; the New London Welfare Officer Celeste Cook is seeing there is some hardship for tenants with rent payment.

Staffing Update: return of one part-time employee after 8 weeks on medical leave; another part-timer returned from travel quarantine; another part-timer is currently on travel quarantine; another part-timer was out sick one week (not COVID).

Statistics

Unique borrowers for month of November are 277, down from October by 42 people or 45% of November of last year. *Following are pre-pandemic number of patrons from June through November:*

Jun-19	719
Jul-19	803
Aug-19	797
Sep-19	714
Oct-19	704
Nov-19	618

Following are current number of patrons during same time period with "Porch Pick-Up" on June 23 and "Open Hours" on October 28th:

Jun-20	49
Jul-20	229
Aug-20	234
Sep-20	294
Oct-20	319
Nov-20	277

Following are pre-Pandemic statistics on circulation items:

Date	Issues	Renewals	Total
Jun-19	4658	1179	5837
July-19	1416	492	1908
Aug-19	5925	1326	7251
Sep-19	5229	1248	6477
Oct-19	4014	4014	4949
Nov-19	4902	1360	6262

Following is current Circulation for "Porch Pick-Up" on June 23rd" and "Open Hours" on October 28th

Date	Issues	Renewals	Total
Jun-20	122	19	141
July-20	1416	492	1908
Aug-20	1285	236	1726
Sep-20	1490	236	1726
Oct-20	1651	290	1941
Nov-20	1621	396	2017

<i>Online Resources</i>	Nov-20
Britannica	0
CreativeBug	3
HeritageQuest	1
Hoopla	136

Kanopy	25	
Mango	10	
Overdrive	938	(463 eBooks, 454 audiobooks, 21 magazines)
Ancestry	1	(temporarily free)

It was noted that most of the online services are paid for by the Friends with the exception of Overdrive which costs the library approximately \$3000 per year.

NoveList Select is down from last month but still very good:

<u>Categories</u>	10/1/2020	11/1/2020
Title Read-alikes	99	55
Series Information	31	20
Author Read-alikes	13	8
Story Elements	11	16
Goodreads	6	8
Award Winners	0	0
Main Title	4	2
Series Read-alikes	9	2
Lists from NoveList	0	1
Accelerated Reader	0	2
Lexile	0	0
Total	173	112

Reopening Status:

On Wednesdays the main floor "Open Hours" features 3 staff at circulation desk (Bill, Brian, Missy or Beth) and a greeter (Sandra, Jo-Ann, Gordon Terwilliger or Nancy Mahar) to welcome on:

October 28th total of 28 patrons

November 4th total of 29 patrons

November 18th total 53 patrons

December 2nd total 56 patrons

December 9th total 51 patrons

December 16th total 63 patrons (people stocking up before the snowstorm)

The Thursday youth department "Open Hours" are staffed by Ben and Putnam to welcome on:

October 29th 4 families

November 5th 4 families

November 12th 4 families

November 19th 6 families

December 3rd 4 families

December 10th 4 families

The State's most recent positivity rate (yesterday) is 6%. A note from Johns Hopkins, "As a rule of thumb, one threshold for the percent positive being "too high" is 5%. For example, the World Health

Organization recommended in May that the percent positive remain below 5% for at least two weeks before governments consider reopening". There are 13 active cases in New London as of yesterday and 3 are new. Some libraries have pulled back to pickup/curbside only and others are staying the course. All are making decisions for their community. Sandra stated she is comfortable with what we are offering at this point.

Facilities Committee

Kim Bonin opened the discussion with a comment that the board members should have received a memo forwarded by Sandra Licks from the Building and Facilities Committee of the Town of London. Apparently, they did not receive the complete plans and specifications, only the bid package so there was confusion as to their memo reaching the conclusions that they had. There were a couple of comments that there is no economy of scale. In the interim Kim has spoken with Frank Anzalone to put a proposal together for his services and we would like to move forward as quickly as possible. Going over the scale of work, this is a relatively small project for some of the large general contractors that these proposals were sent to. Frank and Kim have been discussing hiring Frank as a consultant because he's no longer a board member. Frank and Kim will reach out to some of the smaller contractors in our area that might be interested. This will allow us to obtain a proposal for the full scale of this project. There are some other issues that are COVID related as far as costs, interest, availability of contractors that must be addressed. There was discussion concerning why the Building and Facilities Committee didn't receive the full scope because of how the engineer labeled their most recent submission as the full package when it was just the addendum. Kim informed Sandra that unless someone does this work for a living every day, you wouldn't have known what parts were included. Kim understood the way the Building and Facilities Committee responded when not having all of the information, but at the same time the trustees have authority over what is to be done. Kim proposed we keep moving forward with Frank and a smaller general contractor with a proven track record. This way the missing pieces of information and associated trades can be filled in. Kim spoke with Frank at 4:00pm today and both feel confident that this could continue moving forward.

Sandra stated that the Buildings & Facilities Committee is appointed by the Selectboard and we would very much want to have the Selectboard continue to support this project. Sandra stated there should be communication between the library and the Selectboard especially regarding the capital reserve fund, should it be needed to supplement the bond amount.

Eula stated a response should be prepared and wondered if there had been any other communication besides the memo. The response should say the Committee received incomplete information and outline the library plans to move forward.

Steve Solomon added the Town has approved the money and so we don't want to get hung up in some sort of delay where we have to reauthorize this. The cost down the road could be substantially higher than what we budgeted now, so he thought it's important to continue to move forward so that the costs don't get out of control.

Kim wanted to be clear that costs are higher right now, and we need a price for the finished carpentry, which depends on whether the piping is exposed or concealed in different rooms. We don't have that right now, but we have pricing from a sprinkler company and from Capitol Alarm. Kim stated she is less concerned with what Committee is requesting, and more concerned with moving forward with

the information that we do have. We are not accountable to the Committee and we should explain to the Selectboard that the Committee did not have full information. Then continue to move forward as we have been, otherwise this could be delayed for years and years.

Marianne McEnrue felt the items in the memo should be addressed but not to re-ask permission. She pointed out that this is an educated analysis and there are no economies of scale that are possible and we're going to proceed. A response is in order and it should be quick and short.

Kim added there's a large part that's pending whether we decide to go with the concealed or exposed options, we still need a bid from a general contractor for any finished carpentry. This building is old and complicated and multi-leveled and that could add quite a bit of expense. There would be carpentry, painting, electrical and some items we still don't know about. Having Frank involved at this point as a consultant as well as somebody that has been a board member for many years would be invaluable. He knows the building very well and there's no conflict of interest if we decide to hire him as a consultant. He will give us a discounted price. Kim thinks it makes sense and would like to keep this moving forward.

There was discussion as to who should respond to the memo. Kim recommended waiting until Frank's proposal but like everyone else he is busy. Kim thought realistically it might come in after the first of the year. In the meantime, Kim and Frank will be in discussion about possible local contractors to use who could provide the missing pieces. Kim suggested that anyone on the Committee is invited to run for an elected position on the Board especially if they have a knowledge of historical sprinkler systems. Steve thought an explanation was in order to give the Selectman immediately and the full sprinkler package should be submitted. Kim was agreeable to sending these documents. Marianne did not agree with this course of action because she thought it was too much information and too confusing. Quite simply, the memo resulted from the Building Committee not having the opportunity to read all of the plans and specifications along with the bidding documents. Eula suggested a response confirming the existence of the full plans and specifications that could be forwarded if requested. Kim stated the Selectboard needs to know that the library has completed all the requirements and has spent many months pulling this together and was misjudged by the Building Committee.

In conclusion it was decided that Kim Bonin would draft a letter with an explanation to the Selectboard. Eula expressed her appreciation on behalf of the library trustees for all the time Kim has put into this.

Personnel & Policy Committee

Library Director Search Committee.

Eula stated there was a committee meeting last week with discussion about whether to use an executive search firm or not. Two firms were discussed, and it was library consultants Bradbury Miller that was chosen to move forward with since they offered the half-search option. Eula had some follow up exchanges with Karen of Bradbury Miller that included some changes in the agreement and other pieces of information such as the timeline. Karen's guidance suggested that time is needed to speak with staff members and the Library Board of Trustees. If we do see opportunities to trim the timeline down the road, we will take advantage. Eula circulated the updated agreement to the search committee earlier with the suggested changes. The contract has been presented to the Town of New

London legal counsel who made a few changes. Once the agreement is signed the firm will start working and we can begin scheduling future meetings.

Steve Solomon recommended the paragraph about non-binding arbitration be changed to binding. Eula agreed to this change. He opined there is no sense in going to arbitration if it is not binding.

Open discussion

There was no discussion.

OLD BUSINESS

Response to COVID-19 pandemic

- All Covid 19 response was discussed earlier in the Library Director's report.
- Update on sprinkler system project was discussed at length earlier under the Facilities Committee section. It was agreed the letter of response was to be directed to Kim Hallquist, Town Administrator.

NEW BUSINESS

- Update FY 2022 budget request (wages & benefits)
Sandra informed that typically in the budget process an initial request is sent in September that the Selectboard and the Budget Committee view. Later in the fall the Selectboard passes everything over to the Budget Committee and at some point, changes are made. This might involve wages or health insurance and typically it will be amended and sent to the Budget Committee prior to meeting with them. Sandra suggested very minor changes having to do with wages and benefits. One of the first items about fiscal year 2022 which starts July 1st is a new library director who probably is going to have a lower salary, but she/he might have different health care insurance needs depending on the family situation. Sandra suggested picking a salary for budget purposes and also budget for a higher insurance plan.

At the same time the Selectboard recently voted in favor of a COLA for the Town employees of 1.5%. Sandra would like to do the same for library employees if trustees approve. There is a need to budget for a library director salary and benefits for the new director as well as 1.5% Cola a(2.5% merit for all library staff is already in the budget approved earlier). Sandra distributed a spreadsheet for the budget with several variations for the trustees to see. In summary it is only a change of \$300 and there may be no need to re-submit.

A MOTION TO APPROVE a 1.5% COLA for all library employees for fiscal year 2022 was made by Steve Solomon and **SECONDED** by Gordon Terwilliger. (That would bring the overall raise to 4% when you add the 1.5% Cola plus the 2.5% already approved for merit.) 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: Christmas, Thursday & Friday December 24 & 25, 2020
- Holiday: New Year's, Friday, January 1, 2021

- Budget Committee reviews Tracy Memorial Library budget & capital reserve on Wednesday, January 6, 2021 at 7:00 pm. Selectboard will be present. This will be a Zoom meeting.
- Town Annual Report due January 15, 2021

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Filing period for candidacy for elected officials is coming up in January and it was decided to advertise the openings in the newspaper. This is information that would previously be available when the doors were open since there would be signs posted. Sandra informed that the Town Clerk generally places an ad with all the open Town positions in the newspaper. The library should have its own ad with contact information for one of the trustees. Sandra offered to draft the advertisement with all pertinent information.
- Review policy of fee for non-residents who work in Town (*To be reviewed at a future meeting.*)
- Review traditional open hours: Tu. & Th. 9am-8pm; W. & F. 9am-5pm; Sa. 9am-1pm (*To be reviewed at a future meeting.*)
- Eula informed the trustees of the procedure to be taken if the group had to go into an executive session. When advertising, a separate link must be generated for the nonpublic session. The existing meeting stays open for return when executive session is finished.
- Gordon presented his idea for a gift of a Dartmouth alumni chair for Sandra when she leaves. It was decided to give it some more thought.

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: January 20, February 17, 2021

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