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/774608813 You can also dial in using your phone 1 (571) 317-3112 and use Access Code: 774-608-813. For technical problems, please call Board Chair Eula Lee Kozma at 908-370-7562.

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

Present via digital video roll call: Eula Kozma who 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 (2022) and she stated she was alone, Steve Solomon who stated he was alone (2023), Marianne McEnrue (2023) and she stated she was alone. Assistant Director Jo-Ann Roy was in attendance and she stated she was alone as well as Head of Youth Services Ben Cote who stated he was alone. Employee/minute taker Jennifer Vitiello was in attendance.

MEETING MINUTES
Approve minutes of January 20th, 2021 and February 10th, 2021

A MOTION TO APPROVE the minutes of the January 20th, 2021 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, Gordon Terwilliger YES, Wendy Dumais YES, Kim Bonin YES, Marianne McEnrue YES and Steve Solomon YES.

A MOTION TO APPROVE the minutes of the February 10th, 2021 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Kim Bonin SECONDED the motion. There was no discussion, and the roll was called for approval: Nancy Mahar YES, Eula Kozma YES, Gordon Terwilliger YES, Wendy Dumais YES, Kim Bonin YES, Marianne McEnrue YES and Steve Solomon YES.

ACCEPTANCE OF CASH DONATIONS
There were no cash donations.

COMMITTEE MEETINGS & REPORTS

- **Updates from the staff/time without a library director:** on Monday February 15th, 2021 Board of Trustee Chair Eula Kozma meet with library staff members Jo-Ann Roy, Ben Coté and Missy Carroll. The staff was happy to report the library ran smoothly as expected on the first day without a library director. Ben reported there was an issue with the generator, but he was able to take care of. Eula encouraged Ben to reach out to repair if there is even a small problem due to the present cold and icy conditions. All agreed today was an exceptional day for “open hours” with a total of 38 people coming into the library for a browse. The book drop had to be emptied 4 times today which indicates more than normal traffic.

- **Treasurer’s Report:** Nancy Mahar reported there has been less spending because of the COVID pandemic but everything else is consistent in the way it is flowing. Nancy stated that previous director Sandra Licks was so well organized to accommodate her future replacement that there is no need to search for documents. It was stated that Wendy Dumais will need to sign off on the payroll and a meeting will be coordinated for this.
- **Sprinkler Installation:** Kim Bonin stated the contract had arrived an hour ago and she had forwarded a copy to Eula as well as Town Administrator Kim Hallquist who has offered her assistance. The project is moving forward, the shop drawings are already underway, and the CAD drawings were released yesterday from S.F.C. to Milestone Engineering. There is a Board of Selectmen Meeting on Monday evening and Kim Hallquist asked Kim Bonin to attend to answer just a couple of questions from some of the board members. Kim Hallquist said she would put the library project as the first item of the agenda. Kim Bonin stated she intended to be there to answer some questions but so far there are only two. Eula said she would also attend and said she would review the documents tonight.

- **Library Director Search Committee:** Eula stated she has been trying to forward correspondence she has received from the Bradley Miller firm to staff. She commented she receives updates every seven to 10 days on the recruitment itself and then just most recently the longer more supportive information about the search process and little bit more info about the workflow and what they will be handing off. Eula stated she has scheduled a meeting on March 9th with Jobeth and Karen Miller will also be there to really delve into the applicant’s background. Eula said her understanding is the firm will craft a matrix of all the candidates in an Excel cover sheet and with their own kind of rubric about whether a candidate is strong in the middle or not. Eula suggested to take in all that is presented but carefully review each of those candidates so that we walk away with an idea of seven to nine finalists that we want to reach out to. At that time the firm will turn over all of the materials each candidate has submitted which is at least three kinds of documents including resume letters and letters of recommendation; this information will be turned over in the form of a drop box. At that point it is our obligation to schedule interviews with that group of 7 to 9 and then take it down to three or four finalists. Gordon was kind enough to put together an outline of what that time period could look like if we keep everything moving quickly. Bradley Miller will help us to release candidates so that we can focus on the semifinalists. They will send notes to all the candidates to thank them for applying and for their interest. It was made clear to Eula that they will be available to answer questions. The next phase of the process is really something that we take ownership of. Eula stated that when last checked we had 23 completed applicants. This means that they’ve got all of the materials in on time. She also stated there does tend to be a flurry of activity the last week of recruitment.

Steve Solomon added that Joanne should make sure the staff knows that they are included in meeting the three finalists and have a conversation with them as we get closer to the end of the project. Jo Ann shared that she had already forwarded an update from Eula to all staff members. Eula stated that during that finalist period is when we can schedule a short Q&A via Zoom. Steve said he hoped that the town may be able to do the background checks when we get to our final three or four and he would check with Kim Hallquist. Once a candidate is found consideration must be given to termination at the other end as well as moving dates if necessary so March 23rd may not be a concrete date.

- **Open discussion:**
  Wendy Dumais commented that today was to be her last day, but will stay on until June so if there’s anything she can do to help please don’t hesitate to ask.

**OLD BUSINESS**
• **Response to COVID-19 pandemic:** Ben stated he had a couple of issues that he wanted to bring up. He stated that overwhelmingly there has been great response to open hours in youth services but there is been one family that has been difficult. The children have been handling lots of materials and will not keep their masks on. Ben talked to the children directly and talked with the parent, but they keep brushing him off. Ben has had to be really direct and say they need to put their masks back. He would like to send an email to the family reminding them of the expectations and the new protocol with COVID. The other issue came via a voice mail from a parent who has a specially-abled adult child. This patron would come to story times and hasn't been able to come into the library since COVID started. The parent was requesting special time for their child longer than the normal 20-minute block but did not specify what the goal of this time was to be. Ben opined that maybe they're hoping for a socializing opportunity which is not really our primary function right now. We've been specific about a 20-minute block to minimize our interaction for health and well-being for staff as well as the patrons. Ben stated he would be inclined to say he will make one of those 20-minute slots work but really can't offer anything beyond 20 minutes.

**Discussion:** Steve Solomon asked Ben to do a little more investigation to determine exactly what the family wants. We should try to bend the rules a little if it does not create a problem. Marianne asked Ben to clarify his concerns and ascertain what it is the family wants. Ben stated his concern was for the air exchange because breathing the same air for more than 20 minutes has been shown to be conducive to spreading the virus. Eula suggested they might just need a little more time to accommodate the entry and exit time and that would be ok but not beyond that. Kim shared her personal experience and suggested a little advance research to help the patron process his/her needs might be all that is needed. Wendy supported Kim’s suggestion and had concerns for why this patron needs more time, what their goals are in the visit and are there things to be done in advance before they arrive in the building to help support that.

• **FY 2022 budget request:** No updates regarding this item.

**UPCOMING SPECIAL EVENTS / MEETINGS**

• March 9th Library Director Search Committee meeting with Jobeth Bradbury, Managing Consultant of Bradbury Miller Associates

**OTHER BUSINESS/FUTURE AGENDA ITEMS**

• Review policy of fee for non-residents who work in town

• Review traditional open hours: Tu. & Th. 9am-8pm; W. & F. 9am-5pm; Sa. 9am-1pm

**Discussion on traditional open hours:**
Marianne stated that it seems like we're putting this discussion until we have a new library director. She asked for input from other members and would like to see more data. Eula stated that waiting for a new director was not the original thought but at this point maybe it does make more sense to wait for a new person. The new director might have some new insight and Eula does not want just hand new hours to a new director. She explained it is always difficult to staff the building on the weekends. Marianne stated they are essentially handing them the existing hours now. Currently Thursday evenings are very slow and staffed by 3 people. Marianne suggested moving one of these staffers to accommodate opening hours on a Saturday afternoon. Jo-Ann stated the reason 3 people are on the
schedule on Thursday evening is if one person cannot make it due to sickness, there are still 2 people in the building. It is not advisable to leave one person in the building alone. Wendy pointed out that patronage is insufficient on Saturday and she would like to wait for the new library director.

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).

FUTURE MEETINGS
- March 17 (now that Town Meeting was postponed), April 21, May 19, June (no Board meeting, Town Elections and Town Meeting)

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

The meeting adjourned at 5:50 pm.

Respectfully submitted,

Jennifer Vitiello
Recording Secretary