

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, May 19, 2021 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. Please join my meeting from your computer, tablet or smartphone.

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Chair Eula Kozma called the meeting to order at 5:01 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 Coté who stated he was alone. Employee/minute taker Jennifer Vitiello was in attendance.

MEETING MINUTES

A MOTION TO APPROVE the minutes of the April 21, 2021, meeting for the Tracy Memorial Library Board of Trustees was made by Marianne McEnrue and Nancy Mahar **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

A MOTION TO ACCEPT the cash donation of \$100 for the month of May 2012 was made by Gordon Terwilliger and Steve Solomon **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, Steve Solomon YES, Kim Bonin YES and Marianne McEnrue YES.

COMMITTEE MEETINGS & REPORTS

Updates from the staff and Board Chair: Jo-Ann Roy, Assistant Library Director, reported that a very successful Zoom meeting had been arranged for the entire staff to meet the new Library Director Crystal Schimpf.

Ben Cote, Director of Youth Services, reported he had two strong candidates for the position of assistant in the youth section downstairs.

On Boarding/Orientation process for new Library Director from Jo-Ann Roy and Eula Kozma: Crystal is expected to start on June 2. Jo-Ann will spend the first half of the day with Crystal to get her oriented to the building. Then Crystal will go to Town Hall so that she can complete her paperwork. The Friends of the Library would like to welcome her with flowers which will be waiting for her when she arrives. Eula expressed a desire to take her to lunch and show her a bit of the town surroundings. Former Library Director Sandra Licks did leave some transfer of knowledge documents for her to read. Marianne McEnrue commented that the write up in the paper was very good and she thinks it should be repeated. Marianne also felt the new library director should be introduced at town meeting and there should be a meeting with the Board of Selectmen. The virtual staff meeting via Zoom was successful and staff are feeling more comfortable since they were able to talk to her directly. She will be living in short term housing arrangement and when she gets to town and becomes more familiar with the area, she will do her own search for accommodations. Marianne thought it a good idea for her to ask about possible rentals from the residents at the upcoming town meeting on Wednesday, June 9, 2021. Marianne stated there should also be a reception at the library once the library has opened to the public. This may be as soon as the later part of June.

Response to COVID-19 pandemic: Most people are aware that the New London Board of Selectmen voted to lift the town's mask resolution. The Selectmen will support businesses that continue to require masks in their establishments and encourage all residents to continue to observe safety guidelines designed to slow the spread of the corona virus including social distancing. The library currently has its own mask policy in place and Eula asked if the Board would like to revisit this policy. It was suggested by Marianne that this is the time to start talking about opening the library fully. Nancy Mahar wondered if we should delay opening during the sprinkler system installation, but Eula replied that was never part of the plan and that the library would always remain open during sprinkler construction. Steve wondered if the library was going to require masks for their patrons

since we can't really rely on someone's representation that they have been vaccinated; nor should we be asking people that question. Steve definitely feels that the library should be made more available to people. Wendy feels the mask mandate at the library should remain since the stores and restaurants are still requiring even with the CDC guidance and expressed her desire to open the library as soon as possible. Ben added that he had a conversation with Ashlee Rowley at the Chamber of Commerce, and she said the majority of the businesses belonging to the chamber are going to continue with the mask requirement. Ben reported that he had been following the library listservs and it seems most will continue with the mask requirement at least until two weeks after the 4th of July holiday weekend when there might be a possible spike in COVID. Staff at the library will continue to mask.

Jo-Ann reported that the staff is definitely in favor of opening more hours, but Steve would like to wait for Crystal and her input since she will be starting shortly. Steve expressed a desire to discuss increasing the normal operating hours. Marianne asked Wendy for data about previous library traffic times so that she could make an informed decision about possible opening hours with Crystal. Eula suggested a halfway point before Crystal arrives and thought that would make many patrons happy. Ben informed that Youth Services is already open from Tuesday to Friday from 10AM to 5PM. This is by reservation and is advertised on the swinging sign board in the front of the library, in *The Kearsarge Shopper*, on the library website and on Facebook. Jo-Ann expressed concerns about confusion between porch pick-up and browsing hours but stated she was already planning for an additional Friday morning from 10AM to 1PM to open the building to patrons. She also commented that attendance during walk through hours remains consistent at about 71 patrons with the majority of patrons arriving in the first hour.

Marianne clarified that the current open browsing hours are 2PM to 5PM on Wednesday, 10AM to 1PM on Thursday, adding 10AM to 1PM on Friday and then adding 2PM to 5PM on Tuesday. Porch pick up to remain as is for patrons that are still not comfortable coming into the building.

A MOTION TO ADD ADDITIONAL OPEN HOURS on Tuesday afternoon from 2PM to 5PM and Friday morning from 10AM to 1PM was made by Marianne McEnrue and Steve Solomon **SECONDED** the motion. The roll was called for approval: Gordon Terwilliger YES, Nancy Mahar YES, Eula Kozma YES, Wendy Dumais YES, Steve Solomon YES, Kim Bonin YES and Marianne McEnrue YES.

Joanne asked for more volunteers two staff the door during these additional hours. She informed that without a volunteer there are three people at the circulation desk who have agreed to rotate in order that there be a greeter at the door.

Marianne asked for website and Facebook notification as well as an advertisement in *The Kearsarge Shopper* next week.

Ben Cote asked the board to reconsider masking for outdoor story time. He felt the patrons we're capable of socially distancing and he would be comfortable with this. Steve Solomon also felt this was OK but that this choice should be left up to the individual.

Treasurer's Report

Nancy Mahar reported our expenses were again consistent with what we have been spending throughout the year. We are still at the 85% to 86% of what we have budgeted. Nancy talked to Patsy about our expenses and asked how she sets up the profit and loss performance budget and was told it is by dividing the budget amount pretty much equally throughout the months. If you look at the sheets you see that we're under budget. We have an expense coming up in May for workman's compensation that was \$7,789 last year. Other than that, we do not have anything unusual coming up. Last year we refunded to the town the money that we didn't use which was \$37,000. The Board anticipates finishing this year under budget. We have \$97,000 in our checking account and that is more than we budgeted. The anticipated workman's compensation is already budgeted under insurance for \$7,000 and we have \$8,400 budgeted for the year. None of this money has been spent as yet but reserved for the anticipated amount.

Marianne asked if there are going to be any incremental expenses associated with Crystal's arrival or orientation that need to be reserved in the budget? Nancy informed that last year we didn't know we were going to be looking for a new director, so this was not budgeted for. It was taken as a trustee's expense. We are anticipating a \$5,000 amount for her travel and other expenses, and we will need money for this. Eula clarified that the \$5,000 salary allowance was a one-time capped expense and should be listed as in the wages and benefits line item. Steve asked if we had extra money in the salary budget because of COVID to which Nancy agreed and said we have used about 81% of that salary money.

At the last meeting Steve asked Nancy to prepare a projection of what monies will be left at the end of this fiscal year. Nancy informed as we enter the final weeks of the fiscal year, we will have an excess again in the difference between the actual and the budgeted. Eula noted that there will be facilities and building related expenses that were not budgeted for in the sprinkler project from the list of items provided by the New London Fire Department. We just informed Frank Lemay of SFC Engineering to incorporate the changes into the work, but we do not have estimates for that work yet. Steve Solomon thought it premature to try to put a number on what may or may not get returned to the town because of cost overruns in the project. It was reiterated that the cost of the sprinkler project will be covered first by a \$250,000 bond and the next \$120,000 will come out of capital reserves. After that any monies will come out of the library budget operational money. With this budget excess there are more options to pay extra costs to the sprinkler project.

Sprinkler system project

Kim Bonin informed the board that Frank Lemay is pricing the items that the fire department requested and will have this information next week. She also said that the permit process to access the main water supply has been completed by Eula Kozma. Kim noted that although this was a little premature, she was thankful to have it out of the way.

Facilities Committee/Grounds Update

Eula met with the Garden at Tracy Library and explained the upcoming sprinkler project. The Garden at Tracy Library did not have any conflicts with the dates of construction. The New London Barn Playhouse Youth Players have inquired about use of the Garden. Eula notified them of the construction project, but tentatively OKed use of the Garden for their rehearsal and performances on July 15th, 16th and 17th.

Open discussion

Jo-Ann Roy informed the trustees that the prospective election candidates' profiles are listed on the library website. This includes a photograph as requested by the Trustees. For more information the Citizens Advisory Committee has invited all the prospective candidates running to their meeting so they could say a few words of introduction.

NON-PUBLIC: The Board of Trustees may enter a non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h).

NEXT MEETING /IMPORTANT DATES

Election Day: Tuesday, June 8th 7AM - 7PM at the Public Works Garage, 184 South Pleasant Street

Town Meeting Day: Wednesday, June 9th begins at 6PM at the New London Historical Society, 179 Little Sunapee Rd

Next Tracy Memorial Board Meeting: Wednesday June 16th at 5PM

Eula noted this will be the first meeting of retiring Trustees and newly elected Trustees. This is also the time to reflect and thank the Trustees who have served on the Library Board. This meeting will be in person. It was decided the Garden will be utilized for this meeting weather permitting. The meeting will be held inside in case of inclement weather.

A MOTION TO ADJOURN THE MEETING was made by Marianne McEnrue. Steve Solomon **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 5:54PM.

Respectfully submitted,
Jennifer Vitiello
Recording Secretary

