



Board of Library Trustees Meeting Minutes

Tuesday, April 21, 2020 6:30pm

This meeting was held online via "Zoom" pursuant to NH Executive Order 2020-04, Section 8 and NH Emergency Order #12, Section 3.

1. **Call to Order** – Opening Statement and Roll Call

The following statement was read aloud by Betsy Solon:

"Good Evening, in coordination with the Board of the Library Trustees, I am declaring that an emergency exists and we are invoking the provisions of NH RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with that determination, we also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, we also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Board members should silence, turn off and/or set aside their cell phones since any texting by them during this meeting may be subject to the Right-to-Know law. We ask that no one uses the "chat" feature of Zoom. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

This meeting is being recorded for placement on the Town website.

Please note that all votes that are taken during this meeting must be done by Roll Call vote.

Roll Call attendance:

When each member states their name, also please state whether there is anyone in the room with you during this meeting, required under the Right-to-Know law.

Lynn Coakley: here	Janet Hromjak: here	Jennifer O'Brien-Traficante: here
Kathryn Parenti: here	Jennifer Siegrist: here	Shirley Wilson: here
John Yule (Alternate): here	Betsy Solon (Director): here	Laura Dudziak (BOS Rep): here

Members of the Public: Kim Gabert, Mike (did not give his last name)

2. **Election of Officers**

- a. Betsy Solon, Library Director opened the meeting with the first order of business being to elect this year's Chair or Co-Chairs. The Chair(s) will then run the rest of the meeting.

Shirley Wilson nominated Kathryn Parenti for the position of Chair. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O'Brien-Traficante: **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

Janet Hromjak nominated Lynn Coakley for the position of Treasurer. Jennifer O'Brien-Traficante seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O'Brien-Traficante: **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

Lynn Coakley nominated Shirley Wilson for the position of Secretary. Jennifer O'Brien-Traficante seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O'Brien-Traficante: **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

b. Status of Alternate Trustee Candidates

Both Chris Costantino and John Yule have been approved by the Board of Selectmen as alternate Trustees for 1-year terms. John Yule needs to be sworn in before he can begin voting.

c. Revisit rules regarding Trustee duties and behavior

Kathy Parenti reminded the board that a quorum is 4 trustees, so no conversations about library business should occur when more than 3 trustees are present as this would constitute a non-publicized meeting. No responding to the public on behalf of the Trustees unless you have been requested to do so by the rest of the Board.

d. Revisit meeting schedule

Kathy Parenti confirmed with the Board that meetings will be held on the 3rd Tuesday of the month at 6:30pm

e. Set date for new trustee orientation (to occur before the May meeting)

Betsy Solon will reach out to the new trustees and alternates to set up a 1-hour orientation

3. **Regular Reports**

a. March 17, 2020 Director's Report

As we begin a new term together, welcome aboard new trustees, and reach the end of another Town voting cycle (including a failed warrant article), I once again remind you all of the important role the Library plays in our community. Public libraries like ours are all about information and free access to it. That has become especially apparent during the recent COVID-19 outbreak as we have closed the building to the public and sent nonessential staff home.

We remain staffed to answer the phones, provide curbside pickups, empty the bookdrops, process passports and print out documents that patrons email us. And boy! Have the phones been busy! We are tracking all of the calls and the services that our patrons are using (including

the need to speak to another human being!)

During the next few days we will attempt to set up a way for folks to checkout library laptops for use outside the building so that patrons without internet or devices may reconnect with the online world. We will also plan for those who want to read the daily papers.

Staff News

Although disappointed by the outcome of last week's Expansion vote, staff asked me to extend their appreciation to all of the Trustees for the hard work, time and energy you dedicated to the project. We made a list of the top four things we were most excited about the project – the things that we felt were a priority to work on this year – and those were as follows (in order of importance):

1. Create a Teen Room
2. Increase handicapped parking spaces from 1 to more
3. Combine the Reference and Circulation Desks into one Service Area
4. Install Basement Flooring to replace area where asbestos was removed

As soon as voting day was over, we were hit with the COVID-19 issue and began planning for an eventual shutdown of the building. We cancelled all meetings and programs through April 5th, extended the dates on all library cards expiring between February 1st and June 30th, and removed fines accruals on everything due in the next 999 days. We created a new type of library card that allows internet access only (for eBooks and our online databases), so those residents quarantined at home without a Milford Library card can have access to free books and audios. On March 16th, after conferring with the Trustee Chair and Treasurer, I invoked the "Weather Emergency Policy" and closed the library to the public beginning at 8:30pm March 16th until further notice. We will continue to monitor the news and instructions from health officials and the government.

Other News

Congratulations to our new trustees, Serena Neveu and Jennifer Siegrist, and to Lynn Coakely on her re-election! We look forward to a great partnership and many successes together.

Many thanks to all of you who encouraged our NH legislators to sign the "Dear Appropriator Letter" in order to restore funding to the Institute of Museum and Library Services (IMLS) in the proposed FY2021 federal budget. This is the fourth year that the President has removed library funding from the budget. We can be proud that all four of our NH officials were early signers to the letter to restore that money.

All trustees are invited to join me at the April 3rd Hillstown Library Coop meeting at 9:30am in New Boston. The topic is "Library Finances," presented by Terry Knowles. (Please note, because of the current health crisis, it is highly likely this meeting will be rescheduled to a later date)

Our 2019 Annual Library Report was submitted to the State Library on March 11.

April 21, 2020 Director's Report

On March 17th we made the difficult, but prudent, decision to close our building to the public for the immediate future. The Coronavirus (COVID-19) outbreak continues to develop and the

Library took this step to support the health and safety of the community we serve.

While we needed to suspend our services as a community gathering space and a source for public computer access, the Library has continued to be present to the community through its online resources and curbside services. Patrons have been encouraged to explore all that we have to offer online through our website www.wadleighlibrary.org. Library staff continues to be available to assist patrons via telephone between 10am and 4pm Monday through Friday and on Wednesday evenings from 5pm-7pm.

Curbside pickups are available at the parking lot entrance door while Notary and Passport appointments and scanning and fax services may all be arranged by calling the library. If patrons need something printed, they email the document(s) then arrange for a curbside pickup. Book drops are emptied at least 3 times per day and all returned items are sanitized and quarantined per Town and CDC guidelines before they are re-shelved. In order to reduce stress on our patrons, due dates have been extended and no late fees are being accrued. This is a strange new world that we're in, and I am proud of the WML team for doing their very best under these unusual circumstances.

Staff News

We have adjusted staffing during the library facility shutdown to match our reduced hours and customer service needs. All of the pages and 3 part-time circulation desk workers have opted to take time off without pay, while our Children's and Reference Departments are dividing their time between in-library and remote work. Everyone else is working their regular number of hours but fitting them into the M-F 8am-5pm time frame. We will be able to continue this schedule through the end of May, or longer, if necessary. Volunteers have been sewing masks for us to hand out for free to patrons, and those have been wildly popular! Also, we purchased a discounted 1-year version of Zoom Pro in order to hold staff meetings, library programs & trustee meetings online.

Facilities

We manufactured a foot-pedal activated doorbell system to use for curbside pickup and Andrew built a plexiglass window system for our passport/Notary appointments. Kevin has taken this time to deep clean the entire facility: he has cleaned all of the carpeting and furniture, washed down all of the walls and washed all of the windows. He will begin helping with some of our painting projects next week, as the need to clean public restrooms and empty trash throughout the building has diminished. A new water meter horn and new outdoor spigot were installed by Wetherbee Plumbing on April 16th. Andrew has been cleaning up the library grounds and renovating the main street indoor stairwell by refinishing the woodwork, painting the railings and (soon) replacing the rubber tile flooring.

b. Minutes from February 18, 2020 meeting

Lynn Coakley moved to accept the minutes of the February 18, 2020 meeting. Janet Hromjak seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Janet Hromjak: Aye	Jennifer O'Brien-Traficante: Aye
Kathryn Parenti: Aye	Jennifer Siegrist: Abstain	Shirley Wilson: Aye

c. Treasurer’s Report for March 31, 2020

Lynn Coakley presented the Treasurer’s report for March 31, 2020.

Shirley Wilson moved to accept \$1,563.00 in donations, made from February 1 through March 31, 2020. Jennifer O’Brien-Traficante seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O’Brien-Traficante: **Aye**

Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

4. **New Business**

a. Wadleigh Library email preference

Director Solon explained that the library will assign email accounts to each trustee which they can then access from home and use for library trustee business. Each email address will end with @wadleghlibrary.org. The rest of the address can be First-Initial, Last Name, or First Name, Last initial, or whatever is preferred. Kim Gabert will reach out to each trustee individually to set up the new email addresses.

b. Pandemic Policy

Director Solon referenced the policy from Jaffrey Library that was put in place when they closed and put forth a new Pandemic Policy for the Trustees to review. If approved, the new policy will be posted on the library website and printed for the two internal policy manuals.

Lynn Coakley moved to accept the new Pandemic Policy. Janet seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O’Brien-Traficante: **Aye**

Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

c. Update to Employee Handbook

Betsy suggested that the following statement be added to the WML Employee Handbook just after the section on Emergency Weather Closing:

Staffing During a Pandemic

In accordance with the Library’s Pandemic Policy, the following actions will be taken regarding staff

If the Library is open to the public or open for employees-only, staff members are expected to report to work on time as scheduled, excluding any excused absences following the established WML Employee Handbook. In the event of a full closure, employees shall be compensated for their regularly scheduled hours.

If the Library is closed to the public or facility hours are reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.”

Jennifer O’Brien-Traficante moved to accept the proposed update to the WML Employee Handbook. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O'Brien-Traficante: **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

d. KnockKnock Social Media contract

The contract with KnockKnock Social LLC ends on May 31st. We must give 30 days' notice to stop automatic renewal of the contract or will have to continue paying them on a month-to-month basis. We currently owe \$800 for the April and May 2020 services. Betsy requested that we give the 30-day notice, pay off the remaining fee, and turn the Facebook page back to the library staff to manage starting this week. There was a brief discussion on past performance.

Lynn Coakley moved to remove KnockKnock access to the Library Facebook page starting tomorrow and to pay off the outstanding balance on the contract of \$800. Jennifer Siegrist seconded the motion.

Roll call vote:

Lynn Coakley : **Aye** Janet Hromjak : **Aye** Jennifer O'Brien-Traficante : **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

Director Solon will send KnockKnock notification of this decision via email.

e. Basement Flooring and Side Fencing

The asbestos flooring was removed in January and we waited to replace flooring until after the March vote on the Expanovation. Timing to put down some kind of flooring is ideal right now, since the building is closed to the public. Andrew got quotes from several local flooring companies and the best one came in from Devine Flooring. They will install what are called Carbon Copy Carpet Tiles, which will last at least 10 years. The quote for materials and installation is \$2,709.56.

Available funding:

\$5,100 in the Building Fund

\$17,979 in the Regular Fund

\$7,696 in the Fines Fund

Lynn Coakley moved to allow Betsy Solon to spend up to \$3,000 from the Building Fund to have basement flooring done. Shirley Wilson seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Jennifer O'Brien-Traficante: **Aye**
Kathryn Parenti: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**

Director Solon shared that the Children's department anticipates holding mostly outdoor activities this summer in order to comply with social distancing rules. The lawn outside of the Children's area would be an ideal place to hold programs, but in the past, parents have expressed concern about their children running or falling down the hill into the street. It is also an area that gets a fair amount of dog waste, as people let their pets run loose over there after hours (they can be seen on the security cameras!) Andrew has begun cleaning up the area – removing old brush clearing the area of debris. He solicited quotes from several local fencing

companies and suggests working with Crowe Fence & Deck Supply in Amherst. They will install white vinyl fencing along the Nashua Street side of the Library outside the Children's room and will install 2 double-drive gates. One at the driveway to the former 91 Nashua Street and the other at the library parking lot side. The quote for materials and installation is \$9,564, however, they are working up the price of materials only, in case Andrew feels he and some volunteers can do the work themselves. The Trustees felt this was a good idea but would like to monitor revenue for the next month or so before making a decision. A temporary fence can be put up as a border for now.

5. Public Questions and Comments

There were no comments from the public.

6. Expansion

The trustees have a responsibility to take care of the Library and do not want to give up on this project. SMP did a great job meeting our requests and provided a good solid plan. Jason and Anthony and Milestone want to continue to work with us and the plans can be adjusted depending on how we decide to proceed forward.

A suggestion was made to bring a warrant article to the voters next March for repairs to the building and fundraise for the remainder of the project. Discussion on costs, code compliance, timing, fundraising and BOS priorities ensued. We need to be cognizant that the economy will be a big factor for both fundraising and construction. COVID-19 has changed how libraries are used and we will have to see how this all plays out. Everyone understands that this building has been bandaged for decades but we still need to move forward. Kathy Parenti will request pricing for repairs.

Kathy Parenti, Betsy Solon and Pete Basiliere met with the NH Charitable Trust Foundation recently and got many good ideas for a philanthropic estate planning campaign. It is a very sensitive issue and we will proceed cautiously.

There was consensus to put forth a warrant article in 2021 for a capital reserve fund and to start it with \$25,000.

7. Old Business

Director Solon asked how long the Board wanted to continue being "fine-free". We stopped charging fines when the library closed on March 17th. After a brief discussion on revenue, it was agreed to continue suspension of fines through the end of June.

Kathy Parenti read an email dated 4/19/20 from Serena Neveu submitting her resignation from the Board. She works in the healthcare field and is currently unable to fill the position.

Lynn Coakley moved to accept Serena Neveu's resignation. Jennifer O'Brien-Traficante seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Janet Hromjak: Aye	Jennifer O'Brien-Traficante: Aye
Kathryn Parenti: Aye	Jennifer Siegrist: Aye	Shirley Wilson: Aye

John Yule, alternate member, stepped up to fill the vacancy. Kathy Parenti will send a recommendation to the Board of Selectmen to appoint John Yule as a trustee for a one-year term.

8. Close Meeting

The next meeting will be held on May 19, 2020, most likely by Zoom. The meeting ID will be included on the agenda.

Janet Hromjak moved to adjourn . Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Janet Hromjak: Aye	Jennifer O'Brien-Traficante: Aye
Kathryn Parenti: Aye	Jennifer Siegrist: Aye	Shirley Wilson: Aye

Meeting adjourned at 7:50