



Board of Library Trustees Meeting Minutes

Tuesday, May 19, 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 Kathy Parenti:

"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.

Shirley Wilson motioned for Chris Costantino to fill in for Jennifer O'Brien-Traficante. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer Siegrist: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**

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: **present** Chris Costantino (Alternate): **present** Janet Hromjak: **present**
Kathryn Parenti: **present** Jennifer Siegrist: **present** Shirley Wilson: **present**
John Yule: **present** Betsy Solon (Director): **present**

Jennifer O'Brien-Traficante and Laura Dudziak (BOS Rep) were not present.
No members of the Public were present.

2. Regular Reports

Director's Report (May 19, 2020)

Betsy Solon noted one change to the report; the carpeting has been installed and it looks great. Andrew is installing the red, white and blue solar lights today. When finished, he will add flags and plant flowers. The signs no longer there, possibly blown over in the last windstorm and the two people have not come back while staff has been at the library.

Staff News

Now that we have been providing 8 weeks of curbside service and in-person phone assistance, other libraries in NH are looking to WML for advice in opening up. That has made staff feel less like rebels and more like trailblazers. Thank you, Trustees, for allowing us to serve our community in a safe and productive way during this pandemic. I continue to be impressed by the positive, creative spirit of the library staff and I am so very proud of their dedication to customer service. From volunteering to sew masks to going outside of their comfort zone to "star" in online videos, this team has shown great grace under pressure. Their can-do spirit is simply amazing.

Facilities

New red, white and blue lights have been installed to shine on the Soldier's Memorial per Mrs. Lull's will. We were able to use solar lights, so there will be no impact on the Library's electric bill. Speaking of which, our electric bill was cut in half in April since we were running with fewer lights, copy machines and computers. One good thing to come out of the COVID-19 closing!

Andrew has been cleaning out debris along the entire fence line on good weather days and refreshing the interior paint on inclement ones. He is prepared to assist with any minor construction that might need to occur in order to open the building to the public. The carpeting project has been delayed several weeks due to the pandemic and Devine's inability to get carpet tiles from their distributor. We have delayed switching from heating to air conditioning, as temperatures have been comfortable for staff providing curbside service. Kevin has completed a second round of carpet cleaning and relocated most of the chairs and tables off of the main floor in preparation for the physical distancing that will be required whenever the public is allowed into the building. We have been able to replenish our supplies of gloves, masks and disinfectant so we will be able to continue with our current method of operations at least through June 30th.

We had an odd situation with two people wandering around the property, particularly outside the Children's Room on May 5th. When confronted by staff they said they were "just looking" and asked if they could bring over metal detectors. They were advised not to go in the area of former 91 Nashua Street, as Andrew had construction materials out and the ground is uneven. Later that day, one of the individuals returned with a metal detector to that area and was also seen digging along one of the fence lines. I asked him to stop until the Trustees had a chance to discuss whether or not to allow metal detecting on the property. We then installed caution signs on the 91 Nashua St. area stating that the area was closed during the landscaping project. Everything was captured on the library security cameras, in case there is a future issue.

Programs

Even though the building has been closed, the library has been open with a multitude of services. All four of the book discussion groups have moved online via ZOOM. We have begun a weekly online "Tuesday Tea," where patrons can chat with a librarian from the comfort of their own home. Staff members have recorded stories (thank you Granite Town Media!) and Baby Lapsit is filmed at Jess'

home for our YouTube channel each week. The Story Walks have been fun for families, while the book bundles have been a big hit with all ages. Our Memorial Day Poppy Project (covering the library lawn with poppies) is getting lots of volunteers. Summer Reading will be scaled down this year and have more of an online component, but we will still offer some outdoor activities at the library. Stay tuned!

Other

Staff members are extremely grateful to have control of the Library Facebook page again. We have been able to engage with the public in a more personal and timely manner.

We plan to start taking appointments for computer use once the weather is warmer and we can set up one or two workstations outside.

On May 21st, the NH State Library is supposed to be issuing safe practices and guidelines for opening library buildings back up to the public. I suggest we take that information and form a committee of Trustees and Staff to develop a “reopening plan” to present at the June Trustee meeting.

Review and approve minutes from April 21, 2020 meeting

Shirley Wilson suggested a grammatical revision. Janet Hromjak moved to approve the minutes as amended. Lynn Coakley seconded the motion.

Janet Hromjak moved to approve the minutes from the 4/19/20 meeting as amended. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Chris Costantino: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer Siegrist: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**

Treasurer’s Report and Acceptance of Donations through April 30, 2020

Lynn Coakley presented the report for April 2020.

Director Solon advised the trustees that the Kaley Foundation has made a generous gift of \$50k to be distributed over 5 years. The first installment of \$10k has been deposited into the Development Fund earmarked for adult area improvements and renovations. We may possibly replace the failed window.

Summer reading program (from Development Fund)	\$ 2,500.00
Books – Jayne Stokes in memory of Bill Stokes	\$ 250.00
Masks program – John Yule	\$ 100.00
Donation jar - tips from curbside service (staff put in the jar)	\$ 82.00
2019 Trust Fund income	<u>\$ 8,880.80</u>
	\$11,812.80

Shirley Wilson motioned to accept \$11,812.80 in gifts and donations. Janet Hromjak seconded the motion.

Action item: contact Hampshire Hills to see if it would be possible to move the money that was given for the children's wall to the general fund.

Roll call vote:

Lynn Coakley: **Aye** Chris Costantino: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer Siegrist: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**

3. New Business

a. Fines

A brief discussion on fines was tabled to the June meeting. Currently, fines are not accruing while the library building is closed to the public. Director Solon will provide the amount owed for past fines at the June meeting.

b. Library opening plan

A feasible re-opening plan will have to be designed in accordance with the State and NHLA guidelines. Kathy Parenti and Director Solon have a meeting with Jason LaCombe of SMP on 5/26. They will be looking for insight on traffic flow inside the building and how to close off areas.

An inquiry was made to see if any employees are immunocompromised or not comfortable coming in to work. Director Solon said those with any issues are not coming in right now and she will have individual discussions with those employees prior to the building opening for the public. The re-opening plan will address public responsibilities, building hours, facility issues and staffing among other considerations.

A subcommittee was formed with the task to draft the library's re-opening plan. The first meeting will be scheduled in June after additional State and NHLA guidelines are released.

Sub-Committee members:

Trustees: Janet Hromjak, Shirley Wilson, and John Yule

Staff: Director Solon, Andrew Grady (facilities) Maryann Shea (circ and staff scheduling).

Director Solon will reach out to see if another staff member would like to be on the sub-committee.

c. Any other new business

The yoga studio on Nashua Street will be relinquishing the space at the end of May and relocating.

Silicone laptop covers were purchased for use with the outdoor computer services in the parking lot. The original covers purchased from Dell did not fit and Jennifer Siegrist will try to get a credit. Director Solon was able to order the correct ones from a different vendor.

4. Public Questions and Comments - 7:05 pm

No public was present and no comments were received.

5. Expanovation

The expanovation and next steps for access will be part of conversation with Jason LaCombe when Director Solon and Kathy Parenti meet with SMP in 2 weeks. The results will be brought

back to the Trustees at the June meeting and will also be part of the re-opening plan. There are many logistics to be worked out and a lot for the sub-committee to do. Considerations will include centralizing circulation, workflow and patron counts. They will also have to consider the condition of the existing building and airflow, current facility limitations and staffing priorities. We may not be able to have children in the building for a long time and the library may not open to the public in July. Discussion pertaining to social distancing and non-compliance followed.

Action items:

Request costs for building repairs from SMP.

Get the capital fund reserve planning started.

Reach out to Chief Flaherty to advise that the library will not be a cooling station this summer.

6. Old Business

a. Revisit discussion on fence

As reported in the Directors report, several individuals were encountered walking around the property looking to use their metal detectors. It brought the safety of the area at 91 Nashua St into focus. There was consensus to enclose the entire area and then separate out the children's space which will increase feasibility of children's summer programming. This fits within the parameters for use of impact fee monies and shouldn't interfere with any expansion plans. Betsy will inquire about the balance in the fund.

Lynn Coakley motioned to approve up to \$10k for fencing to be purchased and installed to enclose the area formerly known as 91 Nashua St with the money to come from impact fees and the balance to come from the regular fund. Jennifer Siegrist seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Chris Costantino: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer Siegrist: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**

b. Any other old business

Director Solon stated that the Trustees' email accounts are set up and will send them out individually. She will also use those for NHLA membership.

Jennifer Siegrist and John Yule will participate in the NHLA trustee orientation program.

7. Close Meeting

The next meeting will be June 16, 2020, via Zoom.

Chris Costantino motioned to adjourn the meeting. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Chris Costantino: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer Siegrist: **Aye** Shirley Wilson: **Aye** John Yule: **Aye**