



Board of Library Trustees Meeting Minutes

Tuesday, August 18, 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.

Start here:

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.

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** Janet Hromjak: **present** Jennifer O'Brien Trafficante: **present**
Kathryn Parenti: **present** Jennifer Siegrist: **present** Shirley Wilson: **present**
John Yule: **present**

Betsy Solon, Director: **present**
Tracy Quirk-Berube, Alternate Trustee: **present**

2. Regular Reports

Directors report, August 18, 2020

STAFF NEWS

2 staff members are currently under 2-week quarantine with family members who are visiting from the West coast. They will return to work on August 26th, if they are not exhibiting any COVID-19 symptoms. Staff completed a survey on reopening to the public so we could determine staffing levels and safety measures that will be required. Lou Jackson has retired after 27 years and Jared is

off to college next week – they will both be greatly missed. In lieu of the annual Town Employee Summer BBQ lunch, each department has been asked to host their own individual event. We hope to arrange something for the last week of August for Library Trustees and Staff – so stay tuned! We have contracted with a local supplier for 30 washable face masks for staff to wear during curbside and in-person operations. The masks are Royal blue with a white library logo and will be considered a COVID-19 expense. We have decided not to participate in the 2020 Labor Day parade as staff feels it would be irresponsible to participate in such a large event.

PROGRAM HIGHLIGHTS

Book discussion groups continue online this month, as do the children’s book clubs and story times. Summer Reading statistics are being compiled. Book bundles and crafts are very popular and continue to fly out the door. Our new Readers Advisory program has been well-received and the Children’s Department is considering a similar program for kids in the Fall. We plan to offer our story walks to the local schools to erect around the playgrounds and to find other ways to support the students as they begin their in-person or remote studies. We will be offering an online Humanities-to-Go presentation for families once/month from September through December.

FACILITIES

Our most exciting news is that the Lady has returned to the Soldier’s Memorial! She is gorgeous – all of the old paint was sandblasted to reveal beautiful details and designs. We would like to hold a short “unveiling” ceremony in the near future and to invite all of the volunteers who made her repairs possible. Speaking of repairs, the air conditioning unit over Reference failed on 7/28 and leaked water all over the area. JL Hall installed a new drain as a patch repair for now. That same day our alarm system went into “Trouble” mode and ASFP was called in to investigate. They installed a new battery for the backup system and all was well. On August 4th, we noticed the drop ceiling over the public computers was drooping and that the ceiling frames were bent. The drop ceiling had been hung from toggles to the old drywall ceiling above it (which had failed) and the anchors holding cables had broken through. Andrew also found that the fluorescent lights were only supported by the drop ceiling track, so he purchased a lot of chain and attached the lights to beams above the “old” ceiling - a temporary fix that should hold for now. Again, we are fortunate that no public was in the building at that time. The new fence for our 3-season program area has been installed and barriers have been ordered for marking off areas in the building for the reopening.

OTHER

- Our nomination of the Wadleigh Library for ‘2020 Library of the Year’ was submitted and received by NHLTA. Awards will be announced on September 4th.
- The first draft of the 2021 Library Town Appropriations budget was submitted. Lynn and I will review the numbers in person on August 20th with Town Administrator John Shannon.

OTHER NEWS

- Tentative library BBQ will be held on Monday 8/31 in the new “playpen” at the library between 12pm-2pm for staff and trustees.
- Left over summer reading program t-shirts are available for trustees
- The “lady” looks beautiful. It is lit up at night with red, white and blue solar lights. It took a lot of behind the scenes work to get her up and she looks good.

Review and Approval of Minutes from 7/21/20

Janet Hromjak motioned to approve the minutes from 6/30/20 as presented. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer O’Brien-Trafficante: **Aye** Jennifer Siegrist: **Abstained** Shirley Wilson: **Aye**
John Yule: **Aye**

Treasurer’s report for 7/31/20

Lynn Coakley presented the report stating that we are doing really well keeping expenditures under control. Some revenue is still coming in and Lynn and Betsy will meet with Town Administrator Shannon to start the process for next year’s budget. Director Solon noted that we will see some unanticipated income next month.

Donations received:

In memory of Anders Hansen and Kay Gaidmore \$195.00
Donation jar (building fund) - curbside service tips \$ 26.00
\$221.00

Jenny Siegrist motioned to accept donations in the amount of \$221.00. Shirley Wilson seconded the motion.

Roll call vote:

Lynn Coakley: **Aye** Janet Hromjak: **Aye** Kathryn Parenti: **Aye**
Jennifer O’Brien-Trafficante: **Aye** Jennifer Siegrist: **Aye** Shirley Wilson: **Aye**
John Yule: **Aye**

3. New business

By-laws update; discussion tabled to the September meeting.

Budget discussion

The Town is putting in for a 1.5% COLA increase for all town employees and we will factor that into our budget. The trustees have full discretion over the budget and have authority to distribute the increase as seen fit. We have not been asked for any cuts at this point.

Celebration for installation of the lady

There was discussion on how to thank all the volunteers. Due to social distancing, an open house or a gathering would not be possible at this time but we hope to have a celebration when times permit. The Trustees would like to acknowledge everybody who gave their time and talents, especially; Jason Clark, Dave Boucher, Joel Trafford, Brad Whitfield, Paul Pirkey, Rob Nash Jr, Jamie Soucy and BK Industrial Finishing, Inc.

Director Solon will send a thank you card on behalf of the trustees and include a pressed glass “lady” ornament. The ornaments cost \$10.00 each and the money will be taken from the allocated fountain repair fund. The volunteers will also be recognized and thanked on social media. Supervisors will also be included for the town employees.

Other New Business

No other business was brought forward.

4. Public Questions and Comments

There were no public comments.

5. Old business

CIP submission update

Kathy Parenti advised the Trustees that the CIP committee meets weekly and is changing the submission criteria which may be more favorable for the library.

Director Solon said she was asked to do a presentation. The Trustees do not have a presentation yet, as we are still waiting for the numbers and the electrician is coming this Thursday. Could we postpone to 9/2?

Director Solon and Kathy Parenti led a walkthrough for Brian Geris of Milestone and Kevin Drew of Eckard & Johnson last week and they seemed confident that we can come up with a good plan. They also talked about efficiency and suggested we pursue Eversource rebates and lighting to get as much as possible for our return on investment. The new HVAC system with ultraviolet lights in the ducts will help with air circulation in the building for pandemic situations and the new system would be temperature based. Once the temperature is set, the system would automatically go from heat to cooling or vice versa without having to manually turn off each system. The plan will also include reuse of the old vents to bring in air from outside. It would be best to include as much of the ancillary construction costs as possible while keeping the amount below \$1M for the warrant article.

Lynn Coakley will look into whether we can use the \$500k from the trust fund money.

Library opening plan – subcommittee report

Shirley Wilson brought forward a proposal for the Trustees to approve the “Grab and Go” phase of the building reopening on September 10th to coincide with the start of school.

- Tuesday and Thursday mornings
- 3 half hour appointments with half hour cleaning periods in between
- Patrons would be asked to wait in their cars until appointment time
- No limit to the number of family members in an appointment
- Maximum of 25 people on the main floor of the building per Milford Fire Department regulations
- Possibility of a police officer on the premises, if needed
- Video for the patrons of what to expect
- Full staff meeting prior to reopening
- 4-6 weeks and then re-evaluate
- Facemask policy

Director Solon asked Trustees to participate in a soft opening the week before we open to make sure the flow is working and that signage is in place.

Discussion:

Is there a plan to shut down and what are reasons to revert back to closing? Discussion on the criteria ensued and it was determined that it should be at the discretion of the Director to close for the safety of staff. The default will be to continue curbside, if possible.

Where would funding for a police officer come from? Director Solon has not contacted them yet and we would have to work something out. The library has panic buttons so there would be a quick response if there were to be a situation.

Have cleaning processes been identified? Director Solon said there is a checklist and patrons will only have access to the main adult section. Everything from the circ desk to the old section of the building will be closed off. We will use runners for materials.

Is staff comfortable with this plan? Director Solon stated that we have to open at some point and we have enough staff to deal with the public.

What if schools close after opening? Director Solon stated that we normally don't follow school closings, only the children's programs follow school closures. We will still be by appointment so we would not get overrun.

We will use a questionnaire/checklist for patrons and people will only be able to "grab and go"; most of the building will be closed off. We can ask that people re-schedule if they feel sick. Appointments will be by phone and staff will go through the checklist. Staff will print a cheat sheet to put in books that are checked out.

Staff is responsible for reporting their temperatures. We will not take temperatures of patrons.

The subcommittee will write up the policy and a special meeting will be scheduled for 9/1/20 at 6pm for the trustees to vote.

John Yule motioned to approve the facemask policy. Jennifer Siegrist seconded the motion. There was discussion on the ramifications and reference to the code of conduct policy.

The last paragraph will be amended to state *Refusing to follow the mask requirement will be considered a violation of the Library's Code of Conduct policy, which may result in the individual(s) being asked to leave the building.*

Janet Hromjak motioned to approve the policy as amended. Lynn Coakley seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O'Brien-Trafficante: **Aye**

Jennifer Siegrist: **Aye**

Shirley Wilson: **Aye**

John Yule: **Aye**

Lynn Coakley motioned to invoke the facemask policy effective August 18th until revoked. John Yule seconded the motion.

Roll call vote:

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

Soldiers Monument Update

See discussion under New Business.

6. Close Meeting

Special Meeting called for 9/1/20 at 6:00PM to finalize re-opening plan.

Next regular meeting scheduled for 9/15/20

Jennifer Siegrist motioned to adjourn the meeting at 7:38PM. Janet Hromjak seconded the motion.

Roll call vote:

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

Shirley Wilson motioned to call the meeting back to order to discuss the matter of fines. John Yule seconded the motion.

Roll call vote:

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

There was discussion on fines and library card expirations kicking back in on September 1st 2020. Both could be done curbside, similar to other services like passports and notary. We could also encourage touchless payments. Director Solon could add the announcement that fines will be reinstated on 9/1/20 to the checklist that will go with checked books.

Janet Hromjak motioned to reinstate fines and remove the extension of library card expirations. Jennifer Siegrist seconded the motion.

Roll call vote:

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

Janet Hromjak motioned to adjourn the meeting at 7:46PM. Jennifer Siegrist seconded the motion.