



Board of Library Trustees Meeting Minutes

Tuesday, October 20, 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**

Chris Costantino, Alternate: **present** (6:45PM)

Tracy Quirk-Berube, Alternate: **present**

Betsy Solon, Director: **present**

2. Regular Reports

DIRECTOR'S REPORT

October 20, 2020

STAFF NEWS

I'm happy to share that everyone here at the library remains healthy and COVID-free. We are being extra-diligent with our cleaning and sanitizing procedures as the number of COVID cases is rising in the southern NH area.

All of the fall conferences and workshops which staff usually attend were either cancelled or made virtual this year, so we have had limited professional development over the past month. Staff completed most of their professional development early on during the pandemic and we do not track professional development hours. It is good for staff to be exposed to other libraries and idea sharing through the consortium.

Sue Dahlen, another long-term employee (26 years!), has chosen to retire and join the library substitute list. We now have a 25-hr/week Library Assistant position open, but will wait to fill it until early next year. Our college students will be back in a few weeks to fill the hours through mid-January.

Last, but not least, we have made some accommodations to the staff work areas for social distancing by moving some people and their desks from the lower staff office up to the former Reference section and by moving the Reference services to the Circulation Desk.

FACILITIES

The move of Reference services to the Circulation Desk has required some extra wiring for internet and phone connections and provides us with the opportunity to reconfigure that area for the future. Staff is exploring service desk configurations at other libraries and at vendor websites and are prioritizing which elements of the current layout we can do without. I expect I will come to the board with a proposal for a circulation desk renovation at the next Trustee meeting.

The A/C is still running as we wait for JL Hall to come over and switch it off. We've been running space heaters and bundling up to keep warm, but these conditions are not ideal for working or for the patrons who are coming in for appointments.

Our public Wi-Fi continues to have problems even after most of the components were replaced. I'm hoping the issues will be resolved next week.

OTHER NEWS

The library creative team made 3 scarecrows for the Town Scarecrow festival – they created a scene from Macbeth with three witches, a glow-in-the-dark cauldron and spotlights (complements of Andrew). If you haven't seen them, be sure to drive by!

The weather has been very cooperative for all of our outdoor programs – we will continue to hold them outside for as long as we can before the really cold weather sets in!

I submitted a letter to the Cabinet on September 28 th thanking the Town and Select Board for their support of our Library of the Year nomination. The letter has yet to appear in the paper.

The Town financial audit begins next week - all 2019 and early 2020 library paperwork has been sent over to Town Hall for review.

Director Solon added that the AC was turned off on Friday so now the building has heat plus fans and open windows. The internet is functioning, and people can access the WIFI in the parking lot; however, we are waiting for IT personnel to assist with the underlying issues.

Review and Approval of Minutes from 9/1/20

Janet Hromjak motioned to approve the minutes from 9/1/20 as presented. Lynn Coakley seconded the motion.

Roll call vote:

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

Review and Approval of Minutes from 9/15/20

Lynn Coakley motioned to approve the minutes from 9/15/20 as presented. 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: **Abstained**

Treasurer’s report for 9/30/20

Lynn Coakley presented the report and stated that we have \$725 still allocated for the soldiers’ memorial repairs. Director Solon suggested that we may need some of the money, maybe \$250, for a celebration and the volunteer thank you gifts. The money should spent or reallocated this year. Kathy Parenti will follow up with Jason Clark who was doing some 3D printing.

Donations received:

In memory of Linda Mack/Helen Cady	\$ 110.00
NH Humanities Council	\$ 200.00
Donation jar (building fund)	<u>\$ 39.00</u>
\$ 349.00	

Shirley Wilson motioned to accept donations in the amount of \$349.00. Jen Siegrist seconded the motion.

Roll call vote:

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

3. New business

There was consensus among the Trustees to provide lunch for staff in the library, on a date determined by Director Solon and for staff to choose from a selection of clothing/gear with the NH Library of the Year 2020 logo for their holiday gifts. The Trustees will also be able to purchase clothing from the same source. Lynn Coakley to contact the merchant.

4. Public Questions and Comments

There were no comments.

5. Old business

CIP submission update (with budget update)

The Budget Advisory Committee (BAC) is in favor of a capital reserve fund for future uses. If requests are less than \$75k, they will not need to go through CIP process. It was anticipated that the amounts might be \$25k-\$50k annually.

The CIP committee inquired if the library can be used in an emergency. After a brief discussion on logistics, it was determined that we do not meet the requirements to be a dedicated emergency shelter. We can include a shower in the proposed family restroom for future consideration.

We received pricing from Eckhardt & Johnson, Daniels Electric and Milestone Engineering which came in at \$1.29M. The numbers include HVAC, related plumbing and electrical work, 10% contingency, 7% escalation, demolition, and finishes. The electrical piece is very high because all three electrical panels will need to be upgraded due to code requirements in addition to the wiring for the system; however, the end of the project could see rebates for lighting. There could be cost reductions if we do some of the work internally and cost savings with not having to hire a contractor to turn the heat/ac on and off or running an inefficient heating/cooling system supplemented by fans or space heaters. The system is old and has been patch repaired multiple times. There are still a lot of unknowns and the total will change as we get closer to the vote.

The Trustees will providing funding towards this project. We can possibly remove a portion of the cost and pay for that separately from the warrant article to keep the project under \$1M or plan to pay for all costs over the warrant article amount. We should pick items that are at the end of the project like the finishing that are not as critical. Either way, it will be important to message this to the voters and let them know that we are paying for big ticket items. A good way to do that is to present facts; show the deficiencies, current maintenance and repair costs and anticipated savings.

Warrant article submission

There was consensus to use \$995k as the cost for the warrant article. Final discussion will be continued at the November meeting.

Reopening plan update

The library opened up to walk-ins last week when the appointments weren't filled, and all went well. Director Solon would also like to extend the appointment times from 30 minutes to 45 minutes to facilitate computer usage. It takes less time to clean than we thought so that would not compromise our current system; however, we are not ready to increase the number of appointment times with the current rise in Covid cases. Computer use and browsing are done in the same area and the setup seems to be working well. People are catching on and we even had seven (7) people in at one time. We did have two patron complaints but they were minor.

Bylaws

All changes were reviewed by the Trustees. Jen Siegrist motioned to approve the bylaws as presented. 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 thank you cards

Jen Siegrist is finishing the ten (10) cards. All Trustees will sign.

Library of the Year presentation

There was consensus that the presentation be in person. It will be held outside on Monday 10/26/20 at 11:00AM.

Other old business

- Discussion on Wadleigh masks, no actions were taken.
- Director Solon purchased a solution for weather protection at the entrance doors. Andrew will set up the 9ft awning on poles and if it does not work out, the library is not out anything.
- The following Trustees terms are up in March 2021: Kathy Parenti, Janet Hromjak, Jennifer O’Brien Trafficante, and John Yule.
- Kathy Parenti will distribute the municipal calendar of events by email.

5. Close Meeting

Next regular meeting scheduled for 11/17/20 at 6:30PM

Joint Budget Advisory/BOS Meeting 11/14/20 9:00AM-3:00PM at the Town Hall. Discussion on the budget process ensued.

John Yule motioned to adjourn the meeting at 7:59PM. Janet Hromjak seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Janet Hromjak: **Aye**

Kathryn Parenti: **Aye**

Jennifer O’Brien-Traficante: **Aye**

Jennifer Sigrist: **Aye**

Shirley Wilson: **Aye**

John Yule: **Aye**