



Board of Library Trustees Meeting Minutes

Tuesday, November 12, 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** Jennifer O'Brien-Trafficante: **present** Kathryn Parenti: **present**
Jennifer Siegrist: **present** Shirley Wilson: **present** John Yule: **present**
Chris Costantino, Alternate: **present**

Betsy Solon, Director: **present**

2. Regular Reports

Director's Report
November 17, 2020

STAFF NEWS

Everyone who was required to quarantine has completed their confinement and is happy to be back at work. Our protocols definitely worked to keep both coworkers and patrons safe from COVID infection (phew!)

FACILITIES

The new awning over the parking lot entrance door is working out great. It has helped to keep patrons, staff and crafts dry as curbside service continues.

PROGRAMS

The NH Humanities grants for online presentations have been greatly appreciated and the two presentations we have held on ZOOM so far have been well attended. Outdoor book groups and the Teen Thursday programs have been suspended until Spring, but staff members are coming up with clever ways to keep youth engaged with the library. Katie Ondre has created a very cool virtual Storytime series (see the virtual owl Storytime on our website:

<https://wadleighlibrary.org/Pages/Index/82/storytimes>) We have been getting many cards and calls thanking the library for providing crafts and sensory kits and book bundles for children, which lets us all know we are making a difference for folks stuck at home during this pandemic.

OTHER NEWS

The 2021 Library Budget was presented to the Selectmen and Budget Committee on Saturday, November 14th.

NHLTA presented the Wadleigh Memorial Library staff and trustees with a plaque on October 26th – thank you to everyone who was able to attend!

Director Solon added that appointments have caught on and we've been inviting people in. The awning is up and working well.

General statistics:

- e-resources are up 60% from last year
- We are at 70% of last year for physical items, books movies, etc, but were only open 60% of the hours, so we are doing more with less people and are more efficient.

Review and Approval of Minutes from 10/20/20

John Yule motioned to approve the minutes from 10/20/20 as presented. Jennifer O'Brien-Trafficante seconded the motion.

Roll call vote:

Lynn Coakley: Aye	Chris Costantino: Yes	Kathryn Parenti: Aye
Jennifer O'Brien-Trafficante: Aye	Jennifer Siegrist: Abstained	Shirley Wilson: Aye
John Yule: Aye		

Treasurer's report for 10/31/20

Lynn Coakley stated that she, Kathy Parenti and Betsy Solon attended the budget and bond hearing on Saturday and presented our budget, which is the same as last year plus the salary increases.

Donations received:

Unrestricted	\$ 20.00
In honor of Anders Hansen	\$ 110.00
NH Humanities Council	\$ 200.00
Donation jar (building fund)	<u>\$ 16.00</u>
	\$ 261.00

Shirley Wilson motioned to accept donations in the amount of \$261.00. Chris Costantino seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Kathryn Parenti: **Aye**

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

Jennifer Sigrist: **Aye**

Shirley Wilson: **Yes**

John Yule: **Aye**

3. New business

2021 calendar

Director Solon noted that it is easier to mark Sundays as closed and then add them in if we re-open prior to Memorial Day as conditions are unknown. Last night's school board decision to go remote from November 30 through January 18 day was brought up; however, it should not have an effect on the library at this time, although we may add more appointments to help with resources. A lengthy discussion on the climbing pandemic numbers and guidelines ensued. Director Solon will look at multiple resources to make decisions pertaining to stopping appointments, but the library can continue to do curbside. The library has a plan in place and Director Solon will keep reassessing the situation. There is very little contact from the public, and the biggest risk is from each other. The windows are open to help with circulation. The Director has the ability and authority to close the library for periods of time to ensure everyone's safety and will keep the Trustees advised.

Shirley Wilson motioned to accept the 2021 calendar as presented. Jen Siegrist seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Kathryn Parenti: **Aye**

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

Jennifer Siegrist: **Aye**

Shirley Wilson: **Yes**

John Yule: **Aye**

Remote/Telecommuting policy

Director Solon noted that the intent was for a temporary timeframe but could also include permanent telecommuting. We are looking into specific tasks for remote projects. Shirley Wilson submitted two edits for discussion.

Chris Costantino motioned to approve the Remote/Telecommuting Policy as amended. Shirley Wilson seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Kathryn Parenti: **Aye**

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

Jennifer Siegrist: **Aye**

Shirley Wilson: **Yes**

John Yule: **Aye**

4. Public Questions and Comments

There were no comments.

5. Old business

Warrant article submission, getting the word out

We need to communicate that this is a different warrant article. Digital and in person has been found to be the most effective and the following suggestions were discussed:

- Postcard mailing the week before voting; can be printed with postage
- Past mailings gave people a better understanding and changed their perspective and vote
- Interview on GTM; contact Tim Finan
- Video for PEG access rotation and posting on library website
- Local ads on FB; more effective and much cheaper
- Library newsletter and printed materials like posters and handouts
- The Patch newspaper
- Social media platforms; Instagram, tik tok challenge
- Stand at the dump in January/February; no posters but promote a catchy phrase
- Contact the School District for art contest and/or interns

Miracle on Elm St (12/5/20)

We will start the information push with this highly visible event. Betsy will work with staff to come up with ideas for handouts. Chris Costantino will coordinate with Arene Berry, Recreation Director. Kathy Parenti and Chris Costantino volunteered to staff the event. Will use the signs from March, hand out craft kits, bookmarks and treat bags filled with candy.

The Trustees message should be related to the warrant article and promote the NH Library of the Year, but we need to be cognizant that this event will be for children.

Suggested themes:

- Keep us cool in summer and warm in winter
- The "Bear" necessities/Bear minimum
- The NH Library of the Year will need you in March
- Miracle on Nashua St

Chris Costantino motioned to spend up to \$500.00 from the regular fund for the Miracle on Elm St event. Jen Siegrist seconded the motion for discussion.

Roll call vote:

Lynn Coakley: Aye	Chris Costantino: Yes	Kathryn Parenti: Aye
Jennifer O'Brien-Traficante: Aye	Jennifer Siegrist: Aye	Shirley Wilson: Aye
John Yule: Aye		

Reopening Plan Update

Everything seems to be going smoothly, see the Director's report for details.

Staff Christmas gifts

Lynn is finalizing the catalog and will send by email to Director Solon for staff.

BAC/BOS meeting

See Treasurer's report.

Other old business

- The Trustees will meet in early December to discuss town appropriations. A special meeting will be called for December 3, 2020 at 6:30PM.
- Community Development Office is doing a Community Center needs study. Betsy forwarded a survey for all Trustees to fill out.
- Trustees with terms expiring in March will need to sign up in January; Janet Hromjak, Kathy Parenti, Jennifer O'Brien-Trafficante and John Yule.

6. Close Meetings:

December 15th – next regular meeting

December 3rd - special meeting

Happy thanksgiving and stay safe

Shirley Wilson motioned to adjourn the meeting at 7:40PM. Chris Costantino seconded the motion.

Roll call vote:

Lynn Coakley: **Aye**

Chris Costantino: **Yes**

Kathryn Parenti: **Aye**

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

Jennifer Siegrist: **Aye**

Shirley Wilson: **Aye**

John Yule: **Aye**