



Board of Library Trustees Meeting Minutes

Tuesday, March 16, 2021 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 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.

2 **Roll Call attendance:**

When each member states their name and 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: absent
Tracy Quirk-Berube: present
Betsy Solon, Director: present
Public present: None
Board of Selectman member Laura Dudziak: Present

3 **Election of Officers:**

- 3.a Officer elections – Kathy, Jennifer, Janet & John sworn in by town clerk prior to meeting. Chris and Tracy also sworn in as alternates prior to meeting.
- Kathy Parenti elected as Chair by roll call vote. Motion by Lynn, second by John. All approved

- Lynn Coakley elected as Treasurer by roll call vote. Motion by Jenni, second by Janet. All approved.
 - Janet Hromjak elected as Secretary by roll call vote. Motion by Kathy, second by Lynn. All approved via roll call vote.
- 3.b Rules regarding Trustee duties & behavior reviewed.
- 3.c Meeting schedule revisited – no issues with current schedule.

4 **Regular Reports**

4.a **Director’s Report - (exactly one year since the building closed due to COVID-19)**

STAFF NEWS

Although disappointed by the outcome of last week’s vote, staff have asked me to extend their appreciation to all of the Trustees for the hard work, time and energy you dedicated to the project. We are actually excited to have won 50% of the votes and we are glad that our work for next March’s ballot and the 2022 CIP is all done (except for the price)! We will now take the time to focus on the phased reopening plan and on providing a great summer reading experience for the community.

Since the HVAC warrant failed, we expect to be opening the windows more often to bring in fresh (safe) air for the patrons and staff. For that reason, we are asking the Trustees to restrict smoking/vaping on library grounds to 25 feet away from the building. I will explain more about this during the board meeting.

On a personal note, I’ve had a few more items added to my plate – I was elected as a library trustee for the town of Brookline on March 9th and was recently made co-chair of the GMILCS Membership Committee. I am especially excited about the GMILCS position as I hope to find ways to add new members to the consortium, thus reducing our annual fee (we are now up to \$36K/year). Fingers crossed!

Mary Ann and Kathy Prevey-Levin will virtually attend the Innovative Users Group conference during the week of March 22nd (Innovative is the supplier of our library software). Kathy will also be helping me teach the local Girl Scouts via ZOOM how new books are processed when they come in to the library. We are eager to help them all earn their book badge!

We should be finished with performance reviews for all library staff by the end of next week.

PROGRAMS

We had 45 people attend the outdoor snow painting program, which got rave reviews. Both patrons and staff were happy to see each other in person after the long winter and folks at Town Hall seemed to get a kick out of seeing children carousing on the library grounds. Book groups continue to be popular. We are partnering with Bridges to provide a new Social Issues book group for teens and adults and have worked with Milford Thrives to provide books for new babies in the community.

Subscription boxes, book bundles, sensory bins and craft kits are in high demand and are some of the services we expect to continue going forward.

Outdoor programs for teens and young ones will begin sometime in April and Summer Reading plans are well underway.

FACILITIES

Andrew continues to rehab the circulation area. Some of you have been in to see the new blue desks and have commented on how modern the area now looks. Moving Reference to the

Circulation area has been a huge accomplishment and a great way to support patrons during in-person visits. We are still working out the placement of some of the desk modules and look forward to sharing some before and after photos of the area.

We're preparing the main floor for expanded hours and areas of in-person browsing. We plan to open up the restrooms and copier areas and to extend browsing out to the former Reference area. Only the main floor will be available for the next few months and only the parking lot entrance will be used to bring people into the building. Slowly but surely we are working our way back to pre-pandemic operations.

Andrew is also prepping the outdoor program area for the large function tent and is designing a smoking area over near the hill in preparation for a smoke free library campus.

PHASED REOPENING PLAN

We have targeted April 5th as the beginning of Phase 3 of our reopening plan (see attached plan). Patrons will be able to come in and browse without an appointment on Tuesdays, Thursdays and Saturdays. Restrooms and copiers/fax machines will once again be available to the public. Curbside services will continue as usual and three computers will be available for 45 minute appointments over by the large arched window. We also have a number of laptops that patrons may borrow to use outside or in their cars. The Children's Room will be open to one family at a time and will not contain any toys or seating in order to encourage shorter visits. All adult seating has been moved into storage for the same reason, so we expect to hear a few grumbles from people who just want to use the library as a place to hang out. Meeting rooms will remain closed to the public, as they are being used to quarantine items, store most of the library furniture and serve as staff offices. We are still under a capacity restriction, so one staff member will be monitoring the door and number of patrons who are in the building at one time and will ensure that each person entering is wearing a mask.

The next step will be to add more in-person browsing hours once our staffing level has increased. If there is a sudden surge in COVID cases, we will revert back to Phase 2 of the plan.

OTHER NEWS

Congratulations to Kathy, Jen, and Janet on their re-elections and to John for his election to the 2-year position! You may all get sworn in starting Tuesday, March 16th. I'm looking forward to a continued great partnership and many successes together.

Passport services have "exploded" as more people begin thinking about traveling again. We've begun offering appointments on Wednesday evenings and those slots have been filling up quickly.

All trustees are invited to join me at the May 7th Hillstown Library Coop meeting at 9:30am online. The topic is "Successful Library Director Transitions," presented by Kate Hall & Kathy Parker, authors of "The Public Library Director's Toolkit." I will send out a link to the meeting to anyone who is interested in attending.

Our 2020 Annual Library Report for the State Library is in progress.

Respectfully Submitted, Betsy Solon

4.b Review and approve minutes from 2/16/21

- John Yule motioned to approve the minutes from 2/16/21 as presented. Jenni seconded the motion. All approved via roll call vote.
- Motion by Jenni and second by Shirley to move item regarding setting up smoking section up from New business – all approved via roll call vote. No motion necessary for items < \$100.

4.c Treasurer's report

- Motion by Lynn and seconded by Shirley to accept \$1,694 in gifts/grants. All approved via roll call vote.
- No other questions on reports.

5 New business

- a. Results of election were discussed and what we can do to get more folks out to vote. Putting a pledge form in books was discussed. Kathy talked with Chris Gentry about the lack of response when we requested a video – he said he would do something in depth next time. Both items to be discussed at the October meeting.
- b. Set a date for a special meeting with senior staff regarding reopening and discuss services we started that we want to keep, etc. Have a discussion and make intentional decisions so we're all on the same page. Prepare a list of what we do and what we want to keep and get rid of.
- c. Smoking area discussion – discussed under prior section.
- d. Any other new business -discussed the roof leak in Betsy's office. Betsy to get quotes for fixing.

6 Public Questions and Comments

There were no public comments.

7 Old business

- 7.a Mask fundraiser update by Jenni - sold 92 masks raised \$322 for library. Once we hit 100 the price drops again.
- 7.b Discussed doing more regular fundraisers. – asked for list of what the printer offers to come up with something to do quarterly. Push the 'donate' button more. Jenni will draft something for people to add the library to their trust, etc. Revisit in April – Jenni to come up with a draft of a donation/trust document. We should also look at grants that are available and updating the strategic plan and using strategic planning firms for fundraising. Put on April agenda to discuss.
- 7.c No other old business.

8 Close Meeting

- a Next Trustees regular meeting on 4/20/21 at 6:30 pm
- b All Trustees invited to the Hillstown Coop presentation (Zoom meeting 5/7/21 at 9:30am)

9 Non-Public meeting

Shirley motioned to close the public portion of the meeting at 7:18pmPM and go into non-public session under NH RSA Section 91-A:3; II(c) Personnel. Jennifer seconded the motion. All approved via roll call vote.

There were no comments from the Trustees regarding the non-public session.

Shirley motioned to adjourn the meeting at 7:40PM, seconded by Lynn. All approved via roll call vote.