

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 5/4/2020-

April 27, 2020

Minutes

Call to Order: Meeting called to order at 10:00am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Gayle Lacasse, Bette Miller, Shannon Whalen, Susan Gurney (Alternate), Karen Ponton (Alternate); Librarian Jon Kinnaman. Due to the COVID-19 situation, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Review/Approval of Minutes:** Motion by S. Whalen, seconded by G. Lacasse that: The Minutes of April 20, 2020 be approved with the correction under Librarian's Report to delete "personal leave" and insert "claimed as unemployment." Passed unanimously.

II. **Ongoing Business**

A. **Librarian's Report:** J. Kinnaman presented his Report. (See attached). He reported that he has not yet received notes from the April 23rd meeting of the Governor's Task Force on Reopening and that the weekly librarians' video conference was not held this morning. In response to A. Nichols' question, J. Kinnaman said Interlakes students are on vacation from homework and other assignments this week. He is working on a different theme for each day this week that he will post on the website in phases during the day for students. He will also ask the ILES media specialist about posting a link to our Library's website on the Interlakes School Library website where other libraries are listed. G. Lacasse spoke favorably of the Earth Day promotions and sing-a-long songs posted on the website last week. S. Heath asked G. Lacasse and S. Gurney about their monitoring of the Librarian's weekly 18 hours of work. Both felt this process is working well. S. Gurney apologized that the Librarian's Report was not sent out until Sunday morning, noting she had received it on Friday in order to review his work and proof the Report. Motion by S. Whalen, seconded by G. Lacasse that: The Librarian's Report be accepted. Passed unanimously.

B. **Treasurer's Report:** S. Heath distributed her Report. Expenses for March were \$6,606.41. The \$425.80 under Repairs/*Maintenance* was \$150.00 for the annual boiler service on December 6, 2019 and repair of the hot water heater on March 13, 2020; the \$24.00 under *Postage* was for two (2) keys to the postal box; and \$21.84 under *Program Projects* was for refreshments at the February 15th author's talk. There were no deposits to the MVSB account during March. S. Heath reported she is picking up the mail weekly at the post office. The mail included a recently published book entitled *In Search of Amos Clough* that had not been ordered. J Kinnaman thought this was a complimentary book or donation from the author. He said it is not unusual to receive such books. Motion by B. Miller, seconded by S. Heath: To accept the donation of the book *In Search of Amos Clough*. Passed unanimously. Motion by B. Miller, seconded by S. Whalen that: The Treasurer's Report for March be accepted. Passed unanimously.

C. **Committee Reports**

1. **Building Committee:** A. Nichols reported that she contacted HEB Engineers to inquire about the timetable for scheduling a topographic survey and civil engineering design to mitigate ongoing moisture issues, and that they could perform this work this Spring. Consensus was to forward both the HEB and the Woods and Company proposals to the Board of Selectmen for their review and action.
2. **2020 Library Survey Committee:** Following the Trustees' February meeting, S. Whalen and K. Ponton made further revisions to the draft survey, condensing it to the front and back of one page. (This draft was sent to the Trustees on March 20, 2020). The draft may benefit from further revision or additions as regards Library services in light of the Covid-19 emergency.
3. **Librarian Evaluation Form:** S. Gurney reported that she has not made any further revisions to her

last draft. (This draft was sent to the Trustees on March 20, 2020). Consensus was to re-look at that draft and consider adding questions related to handling the pandemic emergency, reopening of the Library and providing any new services post-pandemic.

III. New Business

A. **Safety of Library Staff when Library Reopens:** A. Nichols questioned what procedures might need to be implemented to protect the staff when the Library opens to the public. J. Kinnaman referred the Trustees to the strategic plan he had prepared for the reopening of the Library and presented at their April 13th meeting. He is awaiting further guidance from the NH State Library. The Trustees briefly discussed whether personal protective equipment and disinfecting supplies, i.e. hand sanitizer, disinfecting wipes, gloves, and masks, should be ordered in advance of reopening, as available supply may be limited. Because this will be a new, unanticipated expense impacting the Library budget, J. Kinnaman was asked to research these costs. He was also asked to check with Selectmen's Administrative Assistant Robin Woodaman about joining with the Town to purchase these supplies. S. Heath noted that soap, toilet paper and paper towels may also be in limited supply. She offered to investigate the availability and cost of purchasing these supplies in bulk from Heath's supermarket and Amazon.

B. **Next Meeting(s):** After a short discussion, motion by S. Heath, seconded by B. Miller: That the Trustees continue meeting every Monday for 30 minutes to discuss ongoing developments and approve staff hours for the coming week. Passed unanimously.

C. **Work Hours:** As part of the discussion under III.B above: Consensus was for the Librarian to work 18 hours this week, but the Board could not agree on hours going forward. The Trustees requested that the Librarian email his report to them by noon on Fridays. Any new, subsequent information could be presented verbally at the Monday meeting.

D. **Review of Policies:** One of the Librarian's goals discussed last Fall was to review the *Policy Manual* and report to the Trustees by their April 2020 meeting with recommended revisions or additions. J. Kinnaman reported he has been unable to do this in light of the Covid-19 emergency. B. Miller reminded the Board that the Library does not have some of policies and procedures that were recommended at last year's NH Library Trustees Association Spring Conference, for example concerning service animals and supervised family visitation. She added that now a pandemic policy is needed. After some discussion, J. Kinnaman agreed to focus first on the approximately 24 policies addressing Library operations, tackling a couple at a time. It was also suggested that he see if the State Library has a list of recommended policies for libraries and any possible samples.

IV. Other Business:

A. **Current Condition of the Library:** G. Lacasse asked if anyone had checked inside the Library building since it was closed. S. Heath reported that none of the water alarms in the basement have gone off. A. Nichols did not think there was a need to enter the Library at this time.

B. **NHLTA Virtual Roundtable:** G. Lacasse and B. Miller reported that they are signed up for the roundtable being held tomorrow at 2:00pm.

Adjournment: Motion by S. Heath, seconded by S. Whalen to adjourn at 11:11am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore

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Librarian's Report, 4.22-15

Reopening Updates. The Governor's Task Force on Reopening met on Thursday, 4/23. According to notes from the meeting, the Northeast remains a hotspot; the timing of reopening will be a joint decision among states in our region; timing will require an end of case surges, a plateau and decrease to be met; status of summer camps is uncertain; we are being told to anticipate a fall resurgence. The first meeting of the NH State Library re-opening task force was held on Tuesday, 4/21. Sub-committees were organized and tasks assigned; first reports from the committee will not be delivered until this coming Tuesday, 4/28. In the Director's video conference, several libraries reported that they had resumed buying physical materials; those doing so expressed a concern about backlogs from distributors as regions re-open. With that in mind, two sets of pre-orders are being prepared: one consisting of essential purchases (bestsellers and local favorites) and one consisting of titles of interest which are optional, depending on circumstances. The libraries that are ordering materials are taking deliveries and processing materials on site.

Activity Summary and Use of Resources: Website updates requested by Trustees were made. Promotions on Wordpress and Facebook included National Library Week, Earth Day, Kanopy and Hoopla. This week, there were 56 views of our Wordpress site as of midday on Friday. In addition to accessing online resources like Kanopy and Overdrive, site visitors tuned into daily content being generated on the site: Aiden Tyler (6), Music minutes (10), Story Times (4). There are 7 likes and one new follower of our Facebook page. So far this month, there have been 34 loans on Kanopy in less than 2 weeks, 35 Hoopla and 196 on Overdrive. The numbers, while a small sample, seem to indicate that interest in Hoopla is static while Kanopy has growth potential. There were 3 patron interactions this week, two requests for cards and one request for help accessing Consumer Reports. A message was sent for inclusion in the Interlakes school newsletter inviting students to apply for library cards and use online resources (attached). Meredith Library is offering similar access. **I learned about a new video conference platform, Jitsi, from other librarians in the online discussion forum. I did some research and am practicing with it at home; it looks like it might be less buggy, easier to manage and provide a clearer image than Zoom.**

Directors Report of Hours Worked: 9.5 hours were spent on administrative tasks including meetings and conference calls (3), website maintenance and development (3.5), and reports (3). 2 hours were spent on collection development. 7.5 hours were spent on development of content for National Library Week, Earth Day, and ongoing community engagement and promotion of resources. The librarian engaged with three patrons to assist with library cards or help with materials access. 19 hours total on 18 hours salary/18 hours unemployment claimed.

The week ahead and beyond: The librarian will be reporting on information from the reopening task forces as it is released in the Directors video conferences and on the NHAIS ListServ. **Our own policies for reopening will need to be discussed in light of their findings. Ongoing tasks include monitoring new card requests during school break week, continuing to review new releases and building pre-orders, promoting services and engaging with the community.**

Attachment. Message to Interlakes newsletter: "The Nichols Library in Center Harbor invites Interlakes students to apply for library cards online. There are no fees or residence

requirements. Students can use Overdrive downloadable books, Hoopla digital, Kanopy video, Tumblebooks K-6, and the Teen Cloud. During break week, students can tune into live readings of children's books and Aiden Tyler, the Quaran-Teen. centerharborlibrary.org, ch_library@metrocast.net, 253-6940."

Bibliography.

"Governor's Economic Reopening Task Force" (Notes, 4/22/2020 (by Pat Fickett, Wilton):

https://docs.google.com/document/d/1SzPNvwb6ufXbemNezMXSdDNVqsIGar_9FhB0OWYtw1E/edit

Johns Hopkins report on phased reopening - guidance for State Governors (4/17/2020):

https://www.centerforhealthsecurity.org/our-work/pubs_archive/pubs-pdfs/2020/200417-reopening-guidance-governors.pdf

[NHSL COVID-19 Resources for NH Librarians.](#)