

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

**~~-Approved 5/18/2020-~~**

**May 4, 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 27, 2020 be approved as written. Passed unanimously.

II. **Ongoing Business**

A. **Librarian's Report:** J. Kinnaman presented his Report for the past week (see attached). He is trying to establish a line of communication with Town Emergency Management Director (EMD) Tyler Driscoll. S. Heath reported that she collected information on purchasing COVID-related supplies following last Monday's Trustees' meeting. Discussion postponed pending information on whether these supplies can be purchased in conjunction with the Town's bulk orders; J. Kinnaman was asked to explore this purchase option. No libraries in our State have reopened. J. Kinnaman is awaiting guidance from the State Library on how to clean Library materials when they are returned. He plans to contact the Cook Library in Tamworth about their "wish list" book donation program through a local bookstore and to then talk with the owner of a bookstore in Center Harbor. G. Lacasse recused herself from this part of the discussion as she works at that bookstore. S. Heath asked him to clarify what he meant by "...ratio of uses per [Kanopy] visit is 1 to 4" in his Report. J. Kinnaman said he was attempting to show that there are about 4 visits to Kanopy for every video download. In other words, most people are visiting Kanopy without downloading anything. A. Nichols asked about the number of 79 Hoopla and Kanopy video uses. He explained that 39 videos were downloaded from Kanopy and 43 videos from Hoopla during the past month. When compared to the 252 books downloaded from Overdrive in April, it appears online videos may not be of interest to our patron base as much as DVDs. S. Heath thought today's movies may not appeal to our patrons, who are generally older adults. She referred J. Kinnaman to the AARP website which regularly lists movies of interest to their members. A. Nichols asked whether electronic copies of the Library's policies are available, as these would make tracking changes and edits easier. J. Kinnaman reported he has a memory stick at the Library containing the *Policy Manual*. Consensus was that he wait until the Library reopens to access the memory stick. J. Kinnaman also reported that no Interlakes students requested library cards during their vacation week. Motion by S. Whalen, seconded by B. Miller: To accept the Librarian's Report as corrected. Passed unanimously.

B. **NHLTA Virtual Roundtable:** G. Lacasse and B. Miller reported on this roundtable in which they participated on April 28, 2020 (see their attached combined notes). Points they highlighted included:

- Working with the Town emergency management team
- NHLTA guidelines for how to clean the library and materials will be coming
- Reaching out to isolated patrons
- Having Town attorney vet library's COVID policies. J. Kinnaman was asked to find out if the Town has a COVID policy.
- Checking NHLTA.org for COVID updates
- NHLTA suggested pursuing grants if libraries are asked to reduce their budgets. There may also be grant money available for summer reading programs.

J. Kinnaman was asked to check on whether the State Library has developed any "best practices" yet related to the COVID pandemic, such as use of masks by staff and patrons.

C. **Librarian's Work Schedule:** Motion by S. Heath, seconded by S. Whalen that: The Librarian work 18 hours this week (week of May 4) and next (week of May 11). Passed unanimously. Weekly Librarian's Report is still to be submitted by noon on Friday each week.

D. **Weekly Trustee Meeting:** Consensus was there is no need for the Trustees to meet this coming Monday, May 11. Next meeting will be Monday, May 18 at 10:00am.

III. **Other Business:** None.

**Adjournment:** Motion by S. Whalen, seconded by B. Miller to adjourn at 10:43am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary pro-tempore

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## **Librarian's Report, 4.28-5.2020 (Corrected)**

**Reopening and sanitizing collections:** The Governor has extended the state of emergency through May 14th. The NHSL reopening task force is working on a series of best practices for a phased reopening to guide libraries in their planning. They hope to have these in a few weeks. In the meantime, they recommend establishing a solid communication foundation between the trustees, library staff and the public, establishing a relationship with the Joint Loss and Emergency Management Committees (done), and consulting with an attorney regarding liability issues in reopening. In a review of states where mitigations are already being relaxed, among them Florida, Georgia, Texas, and South Dakota, public libraries remain closed, as of last Monday. The minutes to the Governor's task force on economic reopening are appended.

The task force on reopening is also several weeks away from a definitive statement on cleaning materials. According to studies already published, the virus persists on paper for three hours and on plastic or stainless steel for up to 72 hours. That indicates that the interior of the library and its contents will not require cleaning or special handling. It may also be possible to process existent loans by isolating them on their return. Once circulation resumes, the increased tempo of turnover might push toward cleaning materials rather than isolating them. If desanitizing agents are used, alcohol-based products are recommended over bleach products or U/V wands. A request for masks, gloves, and alcohol wipes was forwarded by Jeff Haines of the Joint Loss Committee to Tyler Driscoll (EMT/CHFD), who is Center Harbor's Emergency Management Coordinator (update: Jeff Haines left 20 masks and 50 gloves at the library 4/30). EMT Driscoll is to contact the library and set up an ongoing channel for communication.

**Collection Development:** As noted last week, 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 can be considered optional. Some NH libraries are coordinating with local bookstores, either by purchasing materials directly from them or by suggesting patrons purchase a book and then donate it to the library, and then offering the store a small rebate for the donated book. In Tamworth, the Cook Library has their local bookstore [posting a wishlist](#) of library books on their website. Patrons can request items on the list from the bookstore with the promise to donate it to the library when they finish with it. "So far, seven people have bought a book for our library", says Director Mary Cronin. "People in our community were happy we were supporting a local business." Purchasing by wishlist would have the advantage of acquiring materials known to be desired by patrons and supporting local business.

**Activity Summary and Use of Resources.** In April, 252 Overdrive items were borrowed by 41 unique users (6 new). On Hoopla, 45 items were used by 15 patrons (6 new). Kanopy users borrowed 43 videos. Combined with 36 videos in Hoopla, we circulated 79 video circulations. The combined count of 79 video uses between the two platforms indicates a patron base looking for video content.

This week, there were 119 visits and 49 views of our Wordpress site. Our top posts were the music minutes (11 views), story times (5) and the Quaranteen (3). Our Facebook page had 169 views. Top rated posts included the music minutes, Aiden Tyler, and Just a Keytap Away. Carl

Hansen will record an interview on the Jitsi platform next week. The completed interview will be loaded on our website. We had no card requests over Interlakes break week. The Interlakes Elementary Library was contacted about adding NML to its list of local library contacts. They agreed to do so, but have not acted on it to date. There were three patron interactions this week, one request for a card number, one book request and one 'check-in' email.

**Policy Manual.** The question of parent exchanges is covered by the existing patron conduct policy, which disallows unaccompanied children, disturbances and harassing or violent behavior. Nursing would also be covered under the first article of patron conduct. The following updates are recommended.

- Who May Use the Library/Registration, add "patrons may register online by supplying the requested information. Approved applicants can request a library card during open hours."
- Collection Development/Criteria add "9. Selection of materials treating public controversies will be based on evidence of patron interest, diversity and reviews".
- Circulation/Lending Policies, strike "VHS"; update re DVDs add "patrons may borrow up to seven DVDs for seven days."

No changes required for Collection Maintenance, Gifts, Challenges, or Cooperation.

**Directors Report of Hours Worked:** Through Th 4/29, 8 hours were spent on administrative tasks including meetings and conference calls, 4 hours on website maintenance, 1 hour was spent on collection development. 18 hours were worked, but as NHES had backdated unemployment to 4/12, a week for which 36 hours had been submitted (18 work/18 personal), no paycheck will be issued for this week, an arrangement which has been confirmed with the town office and the trustee chair.

**The week ahead and beyond:** The librarian will continue to report on reopening task force reports and procedures, community engagement, policy manual updates and other tasks as needed.

## **Appendixes**

### **Reopening.**

"Official Meeting Minutes, Governor's Task Force on Economic Reopening Task Force\_  
<https://www.nheconomy.com/reopeningtaskforce>

Johns Hopkins report on phased reopening - Revised (4/17/2020):\_  
<https://www.forbes.com/sites/leahrosenbaum/2020/04/23/johns-hopkins-changed-its-guidance-on-re-opening-the-economy-after-pushback-from-librarians/#2d35f04e71a2>

Public Library Director's State on Reopening. Library Journal. <https://www.libraryjournal.com/?detailStory=An-Open-Letter-to-Other-Library-Directors-Opinion-covid-19>

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

## **Library/Bookstore Cooperation**

<https://bookshop.org/lists/cook-library-in-tamworth-wish-list>

## **Sanitizing Collections**

Disinfecting books and other collections. Northeast Document Conservation Center.\_

<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

IMLS, CDC Offer Guidance for Disinfecting Returned Library Books. School Library Journal.\_

<https://www.schoollibraryjournal.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19>

How to Sanitize Collections in a Pandemic. ALA.\_

<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

## **NHLTA Virtual Roundtable for Trustees – 4.28.20 @ 2pm:**

Hosted by: Susan Gaudiello, NHLTA President & Bert Saul, NHLTA Board Member

Dozens of libraries were represented, with an approximate attendance of 50-60 Directors/ Trustees in participation. Also, in attendance were Lori Fisher, Administrator of Library Operations / Assistant State Librarian, NH State Libraries & Michal York, State Librarian.

Michael York reported that the State Libraries were awarded \$122, 861 in funding from the CARES Act; with a bulk going toward an online summer reading series. (some legislation in the works to see about acquiring some PPP funding in the next package of stimulus plans)

The first part of the roundtable asked librarians and trustees to share some what they are doing to stay active in the community:

- All streaming and downloading activity have greatly increased i.e. Acorn, Kanopy, Great Courses, Hoopla, Over Drive. NOTE: Other libraries have Hoopla with a set number of uses per patron and those funds are coming out of the book fund.
- Posting story hour online – take care with copywrite laws
- Coffee chats & virtual book groups
- Weekly newsletter / calendar
- Contests and games
- Wellness checks to patrons, some sent handwritten note with quotes, others called to check on patrons
- Book groups are meeting virtually, Zoom. In Meredith books are acquired via book downloads, Hoopla, etc. and by local book stores ordering the books.

Most libraries have kept FT staff, furloughing PT – consensus library can be a valued and valuable part of community. Lori acknowledged that some towns will face a financial challenge; noted libraries are minimally funded as is. “Need to maximize services provided with any projected budget cuts”. Some libraries are, and will be, asked to reduce their budgets because of a lack of funding through taxes; Hudson, NH has already been asked and asked to conserve funds by limiting unnecessary spending.

Library directors and trustees should be researching grants for which we may be eligible.

The suggestion was made that we should be planning our summer reading program as well as other programs to be offered.

### **Another segment of the roundtable addressed re-opening & safety:**

Lori suggested trustees to begin formulating questions and to begin creating a relationship with the town attorney, as well as our local emergency management team.

Libraries should seek town support, support being ordering disinfecting supplies, hand sanitizer wipes, etc. And in all matters of library needs. (support via police and fire departments, town health officer, attorney, town offices and checking with our insurances for coverage).

All COVID policies should be vetted by attorney, i.e., can we make patrons wear face masks when entering the library?

Each town/area will create its own time frame to reopen based on cases and preparedness to follow the guidelines. Each library will need to tailor reopening to community.

Lori: May be investigating resources for PPE (WB Mason was mentioned)

### Other

[NHLTA.ORG](#) is a great resource for libraries and should be looked at. There's a Covid 19 sight for updates on openings and updates in general. Jon adds link to end of his report; there is great information on this site. Another site is ALA's United for Libraries, <http://www.ala.org/united/> and has lots of informative webinars.

Ann Chant, from the Tamworth Library, will be sending out minutes of both NHLTA round table meetings.

Our NHLTA renewal dues will be emailed to library directors approx. mid May. Jon will have the opportunity to update the list before billing.