

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

**-Approved 10/26/2020-**

**September 28, 2020**

Minutes

**Call to Order:** Meeting called to order at 10:04am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen; Librarian Jon Kinnaman; Members of the public: Alice Hanson (resident), Ann Xavier (resident). Due to the COVID-19 pandemic, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by S. Heath that: The Minutes of August 24, 2020 be approved as written. Passed unanimously.

II. **Ongoing Business**

A. **Treasurer's Report:** S. Heath distributed her Report. Expenses for August were \$2,646.60. The \$61.50 under *Computer* was for phone support concerning the blown hub; the \$261.75 under *Office Supplies* includes \$72.75 for a basic replacement hub and \$189.00 for a plexiglass sneeze guard. The MVSB statement for August shows deposits of a \$300.00 donation and \$10.00 for sale of a DVD. Motion by K. Ponton seconded by B. Miller: To accept a \$300.00 donation from a library patron. Passed unanimously. The name of the donor will be kept in a confidential file to protect privacy. S. Heath reminded the Trustees that budget planning for the coming year should start at next month's Trustees' meeting. This includes consideration of whether to continue offering limited services, as well as staffing the Library on a part-time basis. Motion by K. Ponton, seconded by S. Whalen that: The Treasurer's Report for August be accepted. Passed unanimously.

B. **Librarian's Report:** J. Kinnaman presented his Report (see attached).

1. **Virus Transmission on Physical Surfaces:** Although very slight traces of SARS-CoV-2 may remain on CDs, DVDs and stacked materials for 6 days, the consensus of the library community is that 72 hours remains a sufficient time to quarantine materials. No changes were made to the Library's existing policy on processing returns.
2. **Library Re-opening:** J. Kinnaman was asked to consider whether any changes may be needed to continue offering curbside pick-up during the winter. The bins are proving to be weatherproof and work well.
3. **Restroom Access:** Consensus was that the Library restroom will be closed to the public when the building eventually reopens. The public will be directed to use the porta-potties at the rear of the Town Hall.
4. **Interlibrary Loan (ILL):** All of the Library's materials that were borrowed before the pandemic began have been returned. There appears to be some demand for ILL among our patrons. The van pick-up/delivery day is every Friday.
5. **Librarian's Vacation:** Consensus was that the Library be closed when J. Kinnaman takes vacation during the pandemic. The closing, without giving a reason, will be posted a couple of weeks in advance to alert patrons. Motion by B. Miller, seconded by S. Whalen that: The Librarian's Report for August be accepted. Passed unanimously.

C. **Committee Reports**

1. **Building Committee:**

a. **HEB Proposal:** A. Nichols met with the Board of Selectmen on September 2<sup>nd</sup> to review the proposal prepared by HEB Engineering to address the Library's moisture and drainage issues. She also shared that Town funding will be needed, as well as money from grant(s). The Selectmen were generally supportive. One concern was in regards to underground electric, alarm and other lines; A. Nichols will meet with Jeff Haines, CHDPW to mark known sites. The Selectmen were also in agreement with soliciting bids for both the drainage and gutter work, and with using the HEB proposal to solicit bids. S. Whalen questioned whether

gutter work could be done before this winter to help alleviate the ice dam over the rear door to the Library; A. Nichols said this may not be possible this year. B. Miller will try again to reach Emma Stratton at the American Independence Museum about use of a foundation wrap. K. Ponton reported Independent Archaeology Consulting, LLC (IAC) estimated the required archaeology surveys at approximately \$6,500.00. Any project seeking state grant funds that involves ground disturbance requires the surveys, in accordance with the Secretary of Interior Standards for Rehabilitation.

b. **Library Steps:** The Library steps have been repaired.

2. **Policy Committee:** K. Ponton reported she has begun reviewing the Library's operational policies in light of the Librarian's previous recommendations and those of other libraries.

### III. New Business

A. **Recognition of Bob Beem:** Motion by K. Ponton, seconded by B. Miller that: Bob Beem be awarded Trustee Emeritus status in recognition of his significant service to the Library over many years. Passed unanimously. S. Whalen will be meeting with him to learn how to program the exterior lights to turn on and off automatically.

B. **Response to Alarms:** A. Nichols reported that Fire Chief Leon Manville is agreeable to having the Fire Department notified first when alarms at the Library are triggered. He will discuss this when he meets with Mango Securities Systems tomorrow.

C. **Computer Hub:** S. Heath shared additional information from Steve Jussif of Adel-XT about an enhanced hub (see attached), which she recommended be purchased this year. J. Kinaman suggested waiting until he can see how well the recently-installed new hub is working. K. Ponton thought other vendors, such as Lakes Region Computer (a local company), be explored. S. Heath felt strongly that only Adel-XT should be used, as they are most familiar with all of the Library's computers and related equipment. J. Kinaman has not yet contacted the Moultonborough, Meredith and Sandwich libraries to find out whom they use. Further discussion and action postponed until the October meeting.

D. **Alternates:** Alice Hanson and Ann Xavier were thanked for attending today's meeting and expressing interest in serving as Trustee Alternates. A. Nichols will follow-up with them. A. Hanson and A. Xavier left the meeting at 10:59am.

- IV. **Non-public Session:** At 10:59am, motion by A. Nichols, seconded by K. Ponton: To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, S. Whalen-yes. J. Kinnaman was not present for the non-public session. At 11:32am, motion by K. Ponton, seconded by S. Heath: To end the non-public session. Passed unanimously.

**Meeting reconvened** by A. Nichols at 11:32am. Due to an unacceptable level of spelling errors and typos, plus a lack of attention to details, J. Kinaman was directed to have a Trustee proofread his work before releasing anything to the public. S. Whalen volunteered to be the proof-reader, with B. Miller and A. Nichols as alternates.

### V. Other Business

A. **Librarian's Annual Performance Appraisal:** A. Nichols will begin to draft the Librarian's annual appraisal. Trustees are asked to forward information to her. Further discussion postponed to the October meeting.

B. **Other:** J. Kinaman was reminded to monitor the basement for water, as rain is expected much of this week. None

**Adjournment:** Motion by S. Whalen, seconded by B. Miller to adjourn at 11:41am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (2)

## **Librarian's Report and Use Statistics, August-September 2020**

**Reopening update.** The Governor's state of emergency declaration has been extended to 10/1. There are presently 1-4 cases in Center Harbor and Meredith. Libraries on the NAHIS forum are sharing procedures for adapting curbside circulation for winter weather (full report pending). The storage bins used for curbside pickup have proven weatherproof and patrons appreciate the more flexible time frame.

**Update: virus transmission on physical surfaces.** The latest test data from the REALM project found that slight traces of SARS-CoV-2 are detectable for 6 days on CDs and DVDs, or on materials which have been stacked. However, the difference in decay between 3 days and 6 days is less than 1/10 of 1% (99.85% to 99.97%). The same trial trials show that the virus is 97% absent an hour after contact. Lancet stated that "the chance of transmission through inanimate surfaces is very small, and only in instances where an infected person coughs or sneezes on the surface and someone else touches that surface within 1–2 hours." The consensus in the library community is that 72 hours remains a sufficient quarantine period for handling materials. This is the standard being used for handling interlibrary loans. Keys for safe practice continue to be wearing gloves and masks while handling materials and possibly spreading returned books out on a table, which would accelerate the attenuation process.

**Public Washroom Access.** A survey results of washroom policies in NH libraries was posted in the NHAIS forum on 9/16. Of the 12 libraries with a single washroom reporting, 6 allowed public access, six did not. Of those that did allow access, 4 cleaned per use, the other 2 daily. Pat Fickett of the Wilton Library stated that "our restroom has no window and no fan. We have neither the time or the resources to safely offer the restroom as a service."

**Interlibrary Loan.** Libraries began placing new ILL requests on 9/15; pickup and delivery will resume on 9/21. We had 19 requests on our first two days. The process of returning outstanding loans ended on 9/11. We have still three outstanding loans to other libraries, but these have been accounted for and will likely be returned when van deliveries resume.

**Circulation, August.** Library holdings. 195 items were borrowed by 54 patrons (119 fiction, 19 non-fiction, 8 recorded books, 45 DVDs, 1 JUV, 3 ILLs). 16 patrons borrowed 5 or more items. NHDB: 203 downloads by 38 users. Hoopla: 28 uses by 7 patrons (14 recorded books, 14 videos & TV). Kanopy: 5 plays by 1 patron. Total 436 items in all formats used by 102 patrons.

**Personal question.** The librarian wishes to consider how vacation will be managed under the current circumstances.

### **Appendix.**

Governor's CV Task Force. [State of Emergency Extended](#)

Lancet. "[Exaggerated Risk of Transmission of COVID-19 by Fomites.](#)"  
Goldman, July 3, 2020.

REALM. [REALM Project Test 3 Results](#)

REALM. [Realm Project Test 4 Results.](#)

----- Forwarded Message -----

**From:** Steven Jussif

**To:** 'SARAH HEATH'

**Sent:** Thursday, September 3, 2020, 07:33:23 PM EDT

**Subject:** RE: New UPS

Hi Sarah,

The one that I researched and have bought for other clients is the Cyberpower brand. The unit gives you more features to the dollar. The only problem is the unit is now on backorder so I may have to choose another brand, APC or TrippLite or an equivalent and I know the unit will be more expensive. I also know that when I do find an equivalent it won't have as many receptacles but will meet the Va requirements.

As to a protection plan, all the UPS's will offer an equipment protection plan but I have never been able to collect from the plan because there's always the uncertainty that a piece of hardware (like the switch) could have faulted on its own especially since it was correctly connected to the present UPS. Additionally by the time I go back and forth with the UPS company it would cost the Library more than just buying a new unit.

Having said that here's a description of the unit:

The **CP1500PFCLCD PFC Sinewave UPS** from **CyberPower** is a mini-tower device with line-interactive topology that provides battery backup via sine wave output and surge protection for desktop computers, workstations, networking devices, and home entertainment systems requiring active PFC power source compatibility. It comes equipped with an output capacity of 1500 VA / 1000W, features an input voltage range of 88-144 VAC @ 57-63 Hz, Automatic Voltage Regulation (AVR) to help correct minor power fluctuations without switching to battery power, and has integrated circuitry for EMI/RFI filters. An integrated color LCD panel, which tilts up to 22°, can be used to quickly confirm status and alerts, while a USB Type-C and Type-A port share 3.1A for charging portable devices such as mobile phones and tablets.

When running at half capacity, this UPS can power devices for up to 10 minutes. When running with a full load, it can power devices for up to 2.5 minutes. It can be recharged in around 8 hours and offers twelve total NEMA 5-15R outlets, six of which are equipped with battery and surge protection, while the other six are only equipped with surge protection. The surge-protected outlets can absorb up to 1445 joules for keeping your devices safe against surges and spikes. Other connections offered are a right-angle NEMA 5-15P input plug with a 45° offset and 5' cord, plus serial, USB Type-B, Ethernet RJ45.

This power supply is ENERGY STAR qualified with GreenPower UPS Bypass technology for reducing energy consumption and heat buildup to help save energy costs. Available as a free download is the PowerPanel Business Edition UPS management software, which requires minimal system resources and monitors the status of the UPS to ensure it is working properly. When a power outage does occur, this software automatically saves open files and powers down the system into hibernation mode. When your PC is running in hibernation mode, the power supply will offer a longer runtime. This CyberPower UPS provides a lifetime connected equipment guarantee of up to \$500,000.

Let me know what you want to do.

Also, I will be going in Florida starting September 14<sup>th</sup> and returning around September 26<sup>th</sup>. After that I will need to isolate myself for 2 weeks till ~ October 12<sup>th</sup> So, I would like to install a new UPS before I leave if possible.

A couple of more things. I did mention to you about a monthly maintenance for the server but never heard back. I'm sure it's because of budget restraints but it's has been a while. I should do a complete maintenance while I'm up there but of course that's entirely up to you. My guess it would take an additional 2-3 hours unless I found more issues. So if you decide for me to do a server maintenance the extra cost would be:

3 hours - \$255.00

Additional cost for a different UPS would be +\$30-\$40

If you have any more questions please feel free to call or ask. Thanks

**Steve Jussif**

**Adel-Xt Computer Company**