

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

-Approved 11/30/2020-

November 9, 2020

Minutes

Call to Order: Meeting called to order at 10:01am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen; Librarian Jon Kinnaman; Member of the public: 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 S. Whalen, seconded by B. Miller that: The Minutes of October 26, 2020 be approved with the date correction of November 9 on page 1. Passed unanimously.
- II. **Non-public Session:** At 10:03am, motion by B. Miller, seconded by S. Heath: 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 10:39am, motion by K. Ponton, seconded by B. Miller: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 10:39am. A. Nichols reported that Librarian Jon Kinnaman submitted his resignation, effective January 1, 2021. By consensus, the Trustees accepted his resignation, thanked him for his 15 years of devoted service to the Library and wished him well in his retirement.

III. Ongoing Business

A. **Proposed Budget 2021:** Treasurer S. Heath reviewed her initial proposed amounts for the 2021 Library Budget line-by-line with the Trustees, each of which was discussed. Consensus was to propose 75% of the actual expenditure in *Salaries* for 2019 (\$50,250.00), given the Library will most likely have limited operations next year due to the pandemic. As proposed, *Furnishings/New Equipment* is enough to cover a new wireless scanner, if needed, and *Repairs/Maintenance* is sufficient for an updated power-management (UPS) system for the computer, also if needed. Consensus was to increase *Books & Periodicals* by \$2,000.00 as some Library offerings may move to online, new virtual services may be offered and to allow for a Library zoom.us account. The amount for *Computer Maintenance Contract* is pending information from Lakes Region Computers. All other line items and projected receipts remained as presented by S. Heath. She will revise the draft budget for the next meeting of the Trustees. The proposed 2021 Library budget is on the agenda for the December 2nd meeting of the Board of Selectmen.

B. **Librarian's Report:** J. Kinnaman briefly presented his Report (see attached). In response to A. Nichols' question, he has heard from two (2) patrons who asked about the Library reopening, and no one has asked to use the computers. He reported that the Moultonborough Library has installed air ionizers. He has given a list of all passwords and portals used in Library operations to A. Nichols. J. Kinnaman was asked to notify the Trustees of when he will be taking vacation so that arrangements can be made to check the building and empty the dehumidifier.

IV. New Business

A. **IT Service Provider:** A. Nichols is attempting to set up a meeting with Lakes Region Computers for this Friday. Further discussion postponed to the next meeting of the Trustees.

B. **Other:** A. Nichols suggested forming a Search Committee, which she agreed to chair. B. Miller, S. Heath and K. Ponton offered to serve on the Committee.

V. Other Business:

A. **Timer for Exterior Lights and Boiler:** S. Heath reported that Bob Beem reset the timer for the exterior lights to daylight savings time. He asked if the Trustees would want the boiler timer changed, now that the Library is only open three days a week. Given time constraints, further discussion postponed to next meeting.

B. **Other:** S. Heath will check with the NH Library Trustees Association about adding A. Xavier to the membership list and mailings.

Adjournment: Motion by K. Ponton, seconded by B. Miller to adjourn at 11:48am. Passed unanimously.

Respectfully submitted,

Karen Ponton, Secretary
att (1)

Librarian's Interim Report, 10/26-11/9, 2020

Retirement. The board has received my communication of my intention to retire at the end of the year. My hope and intention is to work with the board to effect a smooth transition.

Reopening metrics. The CovidActNow site rates NH as at risk of an outbreak. The state is experiencing 10.9 cases per 100k. Over the last week, New Hampshire averaged 149 new confirmed cases per day. On average, each person in NH with COVID is infecting 1.19 other people, which is considered an unsustainable rate. Vermont and Massachusetts have issued travel restrictions for NH residents. On October 31st, Gov. Sununu reported that "the situation here in New Hampshire remains very serious, the data shows that community transmission is increasing, and we expect cases to rise." This would not seem to warrant movement to stage 4 of reopening or fixing a target date.

Air Purifier. Purchase of a commercial grade air ionizer might be of help in dealing with the library's ventilation issues. Our total floor space is 16000 square feet, A unit rated to purify 900 square feet might suffice to cover the front reading room.

Appendix

Governor's Office. Statement Regarding COVID-19 Update.

CovidAct Now. [New Hampshire.](#)

WMUR. [COVID-19 numbers point to the second wave in New Hampshire.](#)

El Pias (Madrid). [How Coronavirus is Spread Through the Air.](#)

Straham OL. [Metrics for Service Level adjustments.](#)

Straham PL. [Decision Data Points](#)
<https://drive.google.com/file/d/1kZyuDpr9XBI8iGrOIeTRgNxltNd2JIqW/view>

Abbott PL. [Pandemic Policy](#) (metrics on page 1)