

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

**-Approved 12/14/2020-**

**November 30, 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; Absent: A. Xavier (alternate); Member of the public: Alice Hanson (resident) until 10:55am. 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 B. Miller that: The Minutes of November 9, 2020 be approved as written. Passed unanimously.

II. **Ongoing Business**

A. **Welcome:** A. Nichols welcomed A. Hanson to the meeting.

B. **Treasurer's Report:** Treasurer S. Heath presented a second draft of the proposed Library Budget for 2021, incorporating the changes discussed at the previous meeting. She explained that the amount of projected receipts from the Nichols Trust is less than the last couple of years based upon the stock market and the Trust's value as of October 2020. There was significant discussion related to backups of the computer. Other than for our circulation catalog by Book Systems, it is unclear whether any other backups are being performed, for example, of Library reports, statistics and correspondence. S. Heath reported that there have not been any bills related to backups. A. Nichols will arrange a conference call with Adel-XT, J. Kinnaman and herself to ascertain what services Adel-XT is providing and whether billing for any back-ups has been inadvertently omitted. Until these costs and the possible need for additional services can be ascertained, it was the consensus of the Board to increase the proposed amount for the *Computer Maintenance Contract* line item from \$595.00 to \$2,000.00. Motion by K. Ponton, seconded by B. Miller: To budget \$72,377.00 for Library operations in 2021. Passed unanimously. S. Heath will be meeting with the Board of Selectmen this Wednesday, December 2 at 7:00pm. Town budget hearings have been scheduled for Saturday, January 23, 2021 at 9:00am and Wednesday, February 3, 2021 at 7:00pm.

C. **Librarian's Report:** J. Kinnaman presented his Report (see attached). In response to A. Nichols' question, he has heard from three (3) patrons who miss browsing the stacks; others say that the curbside checkout is working fine. Noting that it was well-done, A. Nichols asked J. Kinnaman to forward the network map he had prepared for her to the Board. Motion by S. Whalen, seconded by B. Miller: To accept the Librarian's Report. Passed unanimously.

D. **Committee Reports**

1. **Building Committee:** Postponed to next meeting.
2. **Policy Committee:** Postponed to next meeting.
3. **Search Committee:** A. Nichols reported that the Search Committee, consisting of B. Miller, K. Ponton and herself, has begun working. An initial draft for posting an Interim Library Director position was written and circulated to the Board before today's meeting. Consensus of the Board was to immediately post the draft on library job search websites/blogs, such as the NH Library Job Line, to start. A. Nichols and B. Miller have been in touch with the Sandwich, Moultonborough, Meredith and Hebron libraries. They have also spoken informally with previous Nichols Library staff, two (2) of whom have offered to help in some way.

**Non-public Session:** At 10:55am, 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 and A. Hanson were not present for the non-public session. At 11:11am, motion by A. Nichols, seconded by K. Ponton: To end the non-public session. Passed unanimously.

**Meeting reconvened** by A. Nichols at 11:11am.

**III. New Business**

A. **IT Service Provider:** See Item II.B above. Further discussion postponed until needed information is obtained from Adel-XT and Lakes Region Computer.

B. **Other: Trustee Terms** – Only K. Ponton's term is expiring in 2021. The terms for S. Heath, B. Miller and S. Whalen expire in 2022.

**IV. Other Business:** After waiting several minutes, it seemed apparent that J. Kinnaman was not available to rejoin the meeting. There was no other business to come before the Trustees..

**Adjournment:** Motion by K. Ponton, seconded by S. Heath to adjourn at 11:24am. Passed unanimously.

Respectfully submitted,

Karen Ponton, Secretary  
att (1)

## **Librarian's Report, October-November, 2020**

**Reopening updates.** On 10/31, Gov. Sununu stated that “the situation in NH remains very serious. Community transmission is increasing, and we expect cases to rise.” [The state of emergency order](#) was extended through 12/11. [67% of NH cases are in the community at large](#). Each person in NH with COVID is infecting on average 1.19 other people. Travel restrictions for NH residents have been made by Vermont and Massachusetts. Thanksgiving travel and visits are expected to give rise to still more cases.

**NH Library Directors Meetings** (11/11 and 11/23 via Zoom). In response to the rising number of cases, many NH libraries are reverting back to curbside circulation only. In our area, Holderness, Bristol and Plymouth have gone back. Stratham, Wilton, Hopkinton, Boscawen and Portsmouth have also reverted to curbside. Meredith PL suspended services for 2 weeks due to a staff contact with a COVID patient.

**SAM Library Coop Meeting** (11/12 via Zoom). Member libraries reported that many patrons are reluctant to take advantage of browsing or computer access. Primary drivers of library use are curbside circulation, downloads and streaming.

**Transition update.** A map of our computer network and list of components and security software was prepared for Lakes Region Computing. A list of user names, passwords and contacts for the various websites and portals used by NL has been compiled. A description and map of the present shelving layout of the library has been prepared. A list of primary material and office supply vendors has been compiled. Digital copies of these documents are on the desktops of the staff workstations for easy reference. A holding cart has been created on Baker and Taylor consisting of authors popular with Nichols Patrons that have been scheduled for release between January and March, 2021. The cart can be used by the incoming director to acquaint themselves with our patron's reading preferences and to target purchases. The library director's account to the CH town webpage will be discontinued effective 12/31/20. The new library director will need to contact Robin Woodeman to get an account. Karen Ponton can make site updates in the interim.

**Library Use and Collection Development.** In October, 153 items were borrowed by 70 patrons, 14 who borrowed 3 or more items. There were 199 downloads on NHDB by 32 unique users. 24 items were streamed on Kanopy by 24 users. 33 items were streamed on Hoopla by 8 users (15 audio/eBooks and 14 TV/movies. 34 titles were added to the collection.

**Website updates.** On the webpage, curbside circulation was moved to the topline menu on NL's WordPress page. The less-used services and resources menu were combined. The incoming director can consult with Bobbie Slossar at the NH State Library to learn the basics of making blog pots and updating the site.

### **Appendix 1: Regional COVID Cases**

As of 11/23/20, there 555 reported COVID cases in [Belknap County](#). New cases have risen from single digits in the first week of November to cases in the twenties since the 19th. There were 94 cases on 11/16. As of 11/23, Meredith has 28 [active cases](#), 18 in Moultonborough.

### **Appendix 2: Reopening Metrics.**

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

Straham PL. [Decision Data Points](#) (Stratham reverted to curbside only)

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

### **Appendix 3: Bibliography**

Governor's Office. [Statement Regarding COVID-19 Update](#) (11/20).

CovidAct Now. [New Hampshire](#).

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

Tracking Project. [US Reports All-Time High of New Cases](#) (11/11).

El Pais (Madrid). [How Coronavirus is Spread through the Air](#).