

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

-Approved 5/24/21-

April 26, 2021
Minutes

Call to Order: Meeting called to order at 10:01am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller (until 11:32 am), Karen Ponton, Shannon Whalen, A. Xavier (alternate voting for B. Miller from 11:32am); Interim Library Director Lois Brady. 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 March 22, 2021 be approved as amended by adding "S.Heath as treasurer" to motion on election of officers, changing "may" to "will" on page 2, 3rd paragraph and changing sentence 4 under Report from the Library to "...purchase of four (4) new UPSs for the server and all Library computers, and updating...". Roll call vote. Passed unanimously.

II. **Ongoing Business**

A. **Treasurer's Report:** Treasurer S. Heath distributed her monthly Report. Expenses for March were \$4,506.27. She noted that computer-related expenses are split this year between *Repairs/Maintenance-Computer* and *Computer Maintenance Contract*; next year, these expenses will all be under *Computer Maintenance Contract*. There were no deposits into the MVSb checking account last month. Motion by S. Whalen, seconded by B. Miller: To accept the Treasurer's Report. Roll call vote. Passed unanimously.

B. **Report from the Library:** L. Brady presented her Report (attached). She added that the contract with Book Systems has been signed and that she attended the virtual *Orientation for New Trustees* held by the NH Library Trustees Association this past Saturday. Significant time was spent discussing a reopening proposal (see attached), including whether to be open by appointment only, drop-in only, or a combination of the two, and whether to start with a trial period. After much discussion, motion by S. Whalen, seconded by S. Heath: To open the Library starting Monday, May 3rd. Roll call vote. Passed with 4 in favor and 1 abstention. Patrons will be asked to wear masks, use hand sanitizer and social distance. The restroom will be for staff use only, but L. Brady may use her discretion. (Public port-o-potties are available behind the Town Hall). No other restrictions on reopening the building. The Board directed L. Brady to keep statistics on patron usage of the Library and report this information next month. L. Brady asked the Board to rescind the *Procedure on Cleaning and Disinfecting*, adopted 6/22/2020. Since the Board did not have this document at hand, consensus was for L. Brady to use her judgment for this month and then the Board will discuss it at their May meeting. Motion by S. Heath, seconded by S. Whalen: To get in touch with Crane Cleaning Services and revise the cleaning schedule to once a week. Roll call vote. Passed unanimously. L. Brady presented her staffing proposal (see attached). After brief discussion, motion by S. Heath, seconded by S. Whalen: To extend L.Brady's hours to 36-40 hours, starting this week until the May Board meeting. B. Miller expressed concern that she did not have time to thoughtfully consider the staffing proposal and felt rushed to make a decision. Motion by K. Ponton, seconded by B. Miller: To table the motion to the next Board meeting. Roll call vote. Motion failed with 3 opposed and 2 in favor. B. Miller left the meeting for work at 11:32am. A. Xavier was assigned to vote in her place. A. Nichols called for the vote on the main motion. Roll call vote. Main motion passed with 3 in favor and 2 opposed. Consensus was to note in the minutes that nothing in this motion is meant to extend the interim Library director position to a full-time position.

C. Committee Reports: Given time constraints, all of the following reports were postponed until the May meeting.

1. Building Survey & Design
2. Policy Committee
3. Librarian Search Update
4. IT Support
5. Facility Maintenance

III. New Business

A. **Interim Opening Plans:** See Item IIB above. Further discussion postponed to the May meeting.

B. **2021 Book Sale:** Postponed to May meeting.

C. **2021 NHLTA Virtual Spring Conference - May 12th & 13th** : S. Whalen and A. Nichols expressed interest in attending. Any other interested Trustees should contact A. Nichols as soon as possible.

D. **Thresholds for Spending:** Postponed to May meeting.

IV. Other Business: A. Nichols scheduled a work session for the Trustees to brainstorm about the future of the Library on Monday, May 3rd at 10:00am. No decisions will be made at the work session.

Adjournment: Motion by K. Ponton, seconded by A. Xavier to adjourn at 11:38am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
atts (3)

Director's Report for April 26, 2021 Trustee Meeting

Building:

Sensor light switch in bathroom was replaced on March 29, 2021. Sensor is not working as it should; waiting for re-visit from electrician.

Mitsubishi AC/Heat unit serviced by Home Energy Products on April 13, 2021.

Basement showing leaks and small puddles on rainy days—documenting.

Technology:

Book Systems successfully migrated Atrium hosting from our server to theirs on April 1, 2021. This was an important but time-intensive undertaking. Steve Jussif provided support remotely. All published links to our online catalog were changed and a notice was put out to patrons to update any browser bookmarks. The new link was shared with the NH State Library to update access from the interlibrary loan program. I worked with Hoopla, Kanopy and OverDrive to provide secure access to the new Atrium location. Signed server maintenance contract with Steve Jussif for the next year. First maintenance will happen in the beginning of May.

Deep Freeze licenses have been installed and are working on both patron computers.

Events:

Easter Treat Curbside event with the Town Recreation Department went very well. In each family's bucket of treats, I included jelly bean bookmarks (that smell like jelly beans)—stickers on the back include library contact information. About 24 buckets were picked up by families, mostly grandparents with grandchildren. I had several conversations with people who asked about the library, answering questions and encouraging them to call and eventually visit.

The Last Traverse author, Ty Gagne, was hosted on Zoom by the Gilford Public Library that allowed us and other Lakes Region libraries to be part of. The book presentation was well done and included information the author has since learned from people who have read the book. Approximately 24 people were part of the event. This book has been a popular request in our library.

Training:

CPR Provider Training was held at Town Hall, and I became certified. Scheduled library AED unit battery and pads to be checked and replaced when other town AED units are checked.

Other News:

Squeezed in time to create and send a newsletter out. Several requests for new items were made in the next day or two.

Current priorities: preparing to reopen the library and staffing at a level to provide quality service.

Respectfully submitted,

Lois Brady

Interim Director

James E. Nichols Memorial Library

April 21, 2021

Reopening Proposal

Spring 2021

Why now

- Community is grocery shopping and used to visiting indoor public spaces; they are now asking to come to the library, too.
- Surrounding libraries have successfully reopened (Meredith, Moultonborough, Sandwich, etc.) and some of our patrons are going elsewhere to browse books.
- Town Hall has successfully reopened by appointment. By following their system we provide the community with a common approach to public services.

Keeping it Safe

- Tyler Driscoll, Center Harbor's Health Officer, took time to speak with me about all parts of the following proposed plan which he feels is on target with the information he receives from the state. He is recommending that the Town stay with appointments through Memorial Day to allow time for more people to become fully vaccinated and for case numbers to start going down again.
- The following proposal is based on information from several sources, including the CDC, NHSL, NHLA, and from the experience/practice in other libraries. A few links and examples are at the end of this proposal.

How

Beginning stage: in-person visits by appointment

- Hours: Monday, Wednesday, and Saturday 11 - 2, appointment required
- Occupancy limit: one individual or family (couple or family that live in same home)
- Time limit: 20 minutes with possible exceptions where appropriate

Second stage: in-person visits by appointment and drop-in

- Hours: Monday, Wednesday, and Saturday as follows:
- Appointment only 10 - 11 for high risk/higher caution individuals and families, one at a time for 20 minutes (more time if needed or if no other appointments are scheduled)
- Drop-in visits 11 - 2, up to four people at a time, 30-minute limit if people are waiting

Basic requirements for staff and visitors during visiting hours

- Wear a mask
- Use hand sanitizer when entering the building
- Maintain social distancing of 6 feet

Building use

- Meeting room access will be by request only. No meetings to be held -- only to browse historical records or use the photocopier. Area in back corner will be ribboned off for returned books in quarantine, covered with a tablecloth while patrons are in the building. Once books are no longer quarantined, access will not be restricted, but still no meetings to be held.
- Patrons will have access to all other areas except for most of the area immediately behind the circulation desk and director's office. A few simple props will allow people to access the back stacks and maintain an emergency exit, but still create a space for me to occupy

behind the circulation desk that patrons do not walk through.

- Due to the elderly population, bathroom will be available for use. If someone uses it, it will be disinfected.

Other thoughts

- Curbside pickup will continue.
- Masks, hand sanitizer, and latex gloves will be readily available for visitors.
- Due to lack of surface transmission (see latest CDC link at the end of this proposal), Tyler and I discussed what would be best for surface cleaning. Hand sanitizer used at the door will limit the amount of infectious matter transmitted from hands to surfaces. To be extra cautious in the beginning, we will put plastic tablecloths on tables and the checkout area of circulation desk. These areas, along with the front door handle and keyboard covers, can be disinfected periodically. We will provide a chair with arms that can be disinfected for those patrons that require a seat while browsing new books on the spinner.
- Keeping the air clean: consider an air purifier. Plants would also help the overall air quality. Consider purchasing two to four large palm or other plants that are good for air quality (Walmart and Lowe's sell them for \$20 to \$30 each).
- Time frame for reopening: sometime in May for the beginning stage, and then move to part or all of the second stage as I get a sense of how things are going. We may want to wait to stop appointments at same time Town Hall does. I've been considering that other libraries have mentioned that appointments were sometimes more cumbersome and unhelpful than planned as it takes more effort on both the part of staff and patrons to plan and manage time. Despite this, both Tyler and I feel that it is better to begin with a more restrictive policy that can be altered.

Respectfully submitted,

Lois Brady

Interim Director

James E. Nichols Memorial Library

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Helpful Resources

A current mask policy posted on the Moultonborough Library website (borrowed from Jaffrey):

MASKS STILL REQUIRED INSIDE THE LIBRARY

Governor Sununu has decided to let the mask mandate expire as of 4/16/2021, and you may be wondering how that decision will impact us.

We will still require masks, until such time as the Library Board of Trustees feels it is safe to change that requirement.

Why?

The Library Board of Trustees retains authority over the library building and all policies, per state RSA. In other words, local control is permitted.

As an employer, the Library Board of Trustees is bound by law to provide a safe work environment for our staff, and Covid-19 is an established threat to the health and safety of our staff and the public.

Many members of the public, including our community's children, are not eligible for the vaccine, and we are committed to providing a safe public space for our community.

Many of our services do not allow for social distancing so masks are an easy way to allow us to continue to provide service. This includes both in-library services and outdoor programming where we may not be able to maintain social distance.

We are happy to provide curbside service for anyone requiring a medical accommodation. Please speak to the Library Director if you require an accommodation.

If you have questions or concerns regarding this or any policy, please feel free to contact Deb Hoadley, Library Director at 603-476-2504.

CDC surface transmission findings: <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html>

NH State Library recommends NH State website for most consistently accurate information on what is happening: <https://www.covid19.nh.gov/#dash>

Case numbers and the level of population that is vaccinated will play a big role in what happens in the coming months. A few trackers are listed here.

WMURs tracker: <https://www.wmur.com/article/new-hampshire-coronavirus-information-april-19-2021/36163514#>

CDCs vaccination tracker <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/distributing/first-doses.html>

Sample reopening press release and posting

Center Harbor library brings back in-person browsing!

Starting (May ?), Nichols Memorial Library will bring back in-person browsing by appointment. We are excited to allow our community into the building again! Call ahead to make an appointment to visit the library on Monday, Wednesday, or Saturday from 11 - 2. Appointments allow an individual (or 2 people who live in the same home) to browse, select and checkout books, audios and DVDs that are waiting to be enjoyed.

To keep our community safe, masks are required and hand sanitizer will be used upon entry. Return your items in the book return before entering the building. Social distancing will be in place to keep us healthy for the summer we have all been waiting for!

Make an appointment soon by calling (603) 253-6950. Whenever possible we will accommodate requests to visit on that day, or will schedule you for another day if needed.

Curbside pickup will continue to be available.

Staffing Proposal

April 2021

The patrons of the library are starting to ask more often and more insistently when we will reopen. It thrills me that they are so eager to be back in this building, “their library,” to browse materials and make their own selections of all the things they have missed by browsing online! The response to the minimal outreach I have done in the form of a newsletter and a few posts on Facebook has been rewarding – an immediate surge in online and phone requests for those things and more. It is a sign that with more outreach and more access, we will have more business. With that in mind, I need your help:

Two requests:

- I would like to hire a part-time summer library associate as soon as possible. I would recommend 20 hours per week, pay rate to be decided by the Board, term to be as soon as I can find someone (and get Board approval) through to Labor Day.
- While I am looking for a summer person, I would ask that you allow me to work up to 40 hours per week. Once the summer person is hired, I would prefer to work no more than 35 hours per week. I would be happiest working 30 hours per week if total staffing hours are at the previous level of 55. I am concerned about being able to provide adequate service to the patrons with the time I have now.

Here is a basic job description that I would begin with:

PART-TIME LIBRARY ASSOCIATE

The part-time Library Associate works under the direct supervision of the Library Director.

Requirements:

- A high school diploma or equivalent.
- Previous library or service-related work experience is desirable
- The ability to work with other employees in a professional manner
- Maintain a professional appearance
- An excellent service attitude toward all patrons
- Excellent communication skills
- Able to work a flexible schedule and be able to fill in for others as needed
- Possess good organizational skills, such as the ability to accurately shelve materials
- A working knowledge of computers and the ability to learn new programs when needed
- Must be able to lift up to 20 pounds

Job Duties and Responsibilities:

- Primary duty is coverage of the circulation desk including checking materials in and out, placing reserves on materials, registering new patrons, and assisting patrons
- Is responsible for the shelving of materials
- Assist patrons with material selection and computer usage
- Other duties as assigned by the Library Director

Respectfully submitted,

Lois Brady

Interim Director

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