

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

-Amended & Approved 6/28/2021-

June 7, 2021
Minutes

Call to Order: Meeting called to order at 4:00pm via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen, A. Xavier (alternate). Due to the COVID-19 pandemic, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Order of Agenda:** A. Nichols reordered the agenda and postponed some items to allow for discussion of ways the Board might work better together.

- II. **Ongoing Business**
 - A. **Approval of May 24, 2021 Minutes:** Postponed to next meeting.
 - B. **Committee Reports**
 1. **Building Survey & Design:** Postponed.
 2. **Policy Committee:** Postponed.
 3. **Librarian Search:** The Search Committee was asked to meet before the next Trustee meeting so that the librarian position can be posted as soon as possible.

- III. **New Business**
 - A. **Board:** The Trustees spent much time discussing ways to better work together as a Board.

 - B. **Non-public Session:** At 5:08pm, motion by K. Ponton, 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. A. Xavier was present for the non-public session. Motion by A. Nichols, seconded by S. Heath: To ask the interim Library director to withdraw her letter of resignation. Roll call vote. Passed unanimously. Motion by A. Nichols that: The interim director may work 36-40 hours/week until a Library Assistant is hired and trained. Roll call vote. Passed unanimously. 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. Motion by A. Nichols, seconded by S. Whalen: To amend the employment agreement for the interim director to show wages at \$20.00/hour and hours of work at 30 hours/week. Roll call vote. Passed unanimously. Non-public session ended.

 - Meeting reconvened by A. Nichols at 5:33pm.

 - C. **2021 Book Sale:** Postponed to next meeting.
 - D. **2021 NHLTA Virtual Spring Conference:** Postponed to next meeting.
 - E. **Thresholds for Spending:** Postponed to next meeting.
 - F. **Air Purifier:** A. Nichols reported that L. Brady asked the Board about applying for a State Library/ARPA \$1,120.00 grant for an air purifier. Grant application deadline is June 18, 2021; air purifier would need to be purchased by August 31, 2021 or have a purchase order. Motion by K. Ponton, seconded by B. Miller: To authorize L. Brady to sign the NHSL/ARPA grant application. Roll call vote. Passed unanimously. Due to time constraints, further discussion about the air purifier postponed to next meeting.
 - G. **Location and Format for Future Board Meetings:** A. Nichols reported that the Governor will announce an update on virtual public meetings on June 11th, which may impact the June 28th meeting. S. Heath prefers to participate in Trustee meetings via Zoom.us.

IV. Other Business: S. Heath reported the Library owns the copier and that the maintenance contract has been canceled.

Adjournment: Motion by K. Ponton, seconded by B. Miller to adjourn at 5:43pm. Roll call vote.
Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary

Director's Report for May 24, 2021 Trustee Meeting

Reopening Summary:

The building reopened to the public on Monday, May 3. To a person, visitors express how grateful they are that the library is reopened and how thankful they are for the service it provides. Several have indicated that they have been using other open libraries to browse in, but are glad to return here where it is quieter and materials are more readily available. Many people have also asked when the library will have more hours or return to pre-pandemic hours. I have been touched by how comforted people have been by being back in this space. Many people have made comments that include the phrase "my library," as in "I've been looking at books in another library, but it's good to be back in my library again." A few people have entered just to smell the special old-building-with-books smell and to bask in the familiar setting (they say they can smell it despite wearing a mask!).

News of the reopening went out in phases, first digitally (emailed newsletter, websites, Facebook) followed by newspaper press releases. In this short time (seven open days), the daily visitor count is slowly increasing from four on the first day to ten today, with a total of 42 in-building visitors. Eight curbside pickup requests were filled during that same time.

There have never been more than two visitors in the building at once, usually because a couple came in together. Only one person, a visiting daughter, requested a high-risk appointment for her parent. The parent asked to be added to the Altrusa Club delivery schedule.

Three people have received new library cards.

Building:

Crane Maintenance agreed to clean once a week beginning April 27, 2021.

Tyler Driscoll supplied an updated first-aid kit as well as hand sanitizer. He inspected the AED unit and new pads are on order. (Note that fire extinguishers and emergency lights were inspected in October 2020.)

An electrician from TNT Electrical revisited to check the newly installed motion sensor light switch in the bathroom that is not automatically turning off. It appears that wiring may be the issue. I asked them to wait for further notice before beginning any wiring work. For now, I will turn the light on when the library is open after dark.

The CHDPW removed cardboard and waste from basement.

Volunteers:

A lot of work went into getting the building and materials ready for the reopening and many thanks go to Jonathan Brady who volunteered 12 hours of his time to clean closets and shelves, shift books and DVDs, cut backstops that were missing on DVD shelves, fix a basement dehumidifier, dispose of expired cleaning products and food, and perform several other helpful tasks.

Also of note is another patron who is donating two hours per week of her time. She also donated \$100 to the library. A few other patrons are considering volunteering in the coming weeks.

A third patron donated two new nonfiction books that have since been requested and checked out by others.

Statistics:

Nov Dec Jan Feb Mar Apr

Physical Circulation

Adult Reading	99	114	142	128	113	98
Youth Reading	7	4	6	6	2	6
Audio Books (CD)	9	9	27	22	19	30
DVDs	25	45	26	20	23	21
Interlibrary borrowing	4	17	4	18	20	3
Total In-Library	144	189	205	194	177	158

Digital-Access Circulation

NH Downloadable Books	183	180	196	187	215	197
Hoopla	55	37	48	52	37	48
Kanopy	10	11	34	12	22	33
Total Digital Access	248	228	278	251	274	278

Grand Total Circulation	392	417	483	445	451	436
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Unique Users

Nov Dec Jan Feb Mar Apr

In-Library Active Borrowers	33	35	27	25	31	30
NH Downladable Books	32	30	34	29	29	30
Hoopla	8	8	10	8	9	10
Kanopy	3	3	6	3	4	5

The following chart compares core users during the same open and non-open parts of the year. This, as well as the other statistics, will become more relevant as we see how reopening affects library use.

Type of library user*	Jan-April 2019 OPEN	Jan-April 2021 Curbside Only	Sep-Dec 2019 OPEN	Sep-Dec 2020 Curbside Only
Core User	55	7	59	14
Casual User	46	19	77	20
Infrequent	42	26	67	47
Total	143	52	203	81

*Core = 3 or more loans/month

Casual = 1 or 2 loans/month

Infrequent = less than 1 loan/month

Summer Pass Consideration:

Squam Lakes Natural Science Center (Holderness): cost to library is \$300.

Details: Four trail admissions for \$10 each. 1 pass per day (May 1 to November 1), open daily.

Regular admission is \$18/adult or senior, \$13 for youth. Patron value = \$40, saving them \$17 to \$32 depending on their group size.

The Squam Lakes Natural Science Center pass does the following:

1. Allows residents to go at reduced rates.
2. Brings patrons through the door of the library and provides good community support.
3. Provides mutual support with another worthy local nonprofit organization.

Suggest we limit use to people who have a residence/address in New Hampshire.

ACTION ITEM: Pass or no pass?

Current and Future Focus:

Current goal: Increase patron use and circulation by providing more service hours, increasing outreach (press, digital, local bulletin boards) to raise awareness that the library is open and of the services we provide, and continuing new material acquisitions.

As time and staff allow, create programming such as book groups, senior-service oriented information, mindfulness practice, and other programs based on requests received in recent months.

Respectfully submitted,

Lois Brady

Interim Director

James E. Nichols Memorial Library

May 17, 2021

Reopening Revised Proposal for June May 17 2021

Reopening has been so smooth and successful that I recommend the following revised plan for June the Trustees consideration:

Hours: Monday and Wednesday 10 a.m. to 6 p.m. Saturday 10 a.m. to 1 p.m.

- Note these are familiar, remembered pre-pandemic hours that patrons are used to and have been asking about.
- High-risk appointments can be arranged during non-public hours if anyone requests them.

Occupancy limit: 10

- Tyler Driscoll measured and we agreed this is a very doable number, coming in below guidelines of half occupancy (15 for Nichols).
- We will likely never reach this level of visitors unless we allow meetings or have indoor programs.

Meetings allowed

- Advance notice recommended.
- Limit number in meeting room?

No time limit for visits.

Computers, Internet and Curbside Pickup all available.

Masks required; hand sanitizer and social distancing encouraged.

Returned book quarantine: stick with NH State Library for ease, with offer to wipe cover with alcohol wipe if patron wants item sooner.

Respectfully submitted,
Lois Brady
Interim Director
James E. Nichols Memorial Library
May 17, 2021

Staffing Proposal Revised

May 17, 2021

My recommendation for how we best serve the community:

Goal:

1. Staff hours per week: 53 maximum in winter and 60 maximum in summer
2. Library open hours per week: 33 hours (traditional open time pre-pandemic)
3. Hire a summer part-time staff person June to mid-August, 10 hours per week, to assist with the increased summer traffic.
4. Hire a year-round part-time staff person, averaging 20 to 25 hours per week.
5. My hours stay at 35 to 40 until I have the year-round person, then go to 30 to 35 hours per week.

A sample of how the money might look for the year if everyone was working by 5/30/21 (31 weeks to end of year):

Director: 33 hours x \$17/ hour = \$561/week x 31 weeks = \$17,391

Assistant, year-round: 20 hours x \$13/hour = \$260/week x 31 weeks = \$8,060

Assistant, summer: 10 hours x \$11/hour = \$110/week x 11 weeks = \$1,210

Total salary for last 31 weeks of year = \$26,661 (Total salaries for whole year would be approximately \$37,000)

Respectfully submitted,

Lois Brady

Interim Director

James E. Nichols Memorial Library

May 17, 2021