

Thornton Public Library
Library Trustee Meeting Minutes
Tuesday, June 16, 2020

Chairwoman GRAVEL called the meeting to order at 2:05 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12

Members Present: Diane Gravel, Chair; Anita Ross, School/Library Liaison; Kate Hadaway, Treasurer and acting Secretary; Kim Kuchon, Alternate Trustee and Nina Sargent, Library Director

Members Not Present: N/A

APPROVAL OF AGENDA

All agreed with items on the agenda

APPROVAL OF MINUTES

Reviewed minor changes for minutes from 5/28/2020. HADAWAY made a motion to approve minutes as amended. ROSS seconded. Motion passed unanimously.

CORRESPONDENCE

None

REPORTS

Financials

Monthly Expenses-Library Director and Treasurer reported that they reviewed bank statements and completed reconciliation. LD agreed to share landscaping receipts with the Treasurer next week. Chair suggested that landscaping costs for hostas and mulch may not be an essential expense at this time.

Covid Expenses- Library Director suggested keeping track of Covid related expenses separately as a subcategory under Maintenance from here on. LD reported that the State Library under the CARES ACT is providing a gallon of hand sanitizer at no cost per library. LD has ordered an additional 2 gallons at \$36/gallon from the same supplier. LD reports that plexiglass was ordered through DEMCO to block the dip in the circulation desk. There was discussion of the potential benefit of using face shields instead of a plexiglass barrier at the circulation desk because of the nature of the shape and orientation of the desk.

Trustees reviewed the prepared financials. ROSS made a motion to accept financials as presented. HADAWAY seconded. Motion passed unanimously.

Library Director

Summer Passes- Squam Lakes Natural Science Center Pass is still \$300/season. Library Director states their price is not decreasing this summer even though they are letting in fewer people at a time and patrons must call in to reserve a time. State Park beaches pass is \$105/season. See Science Center pass is \$200/year. It was agreed

that these three passes would be worthwhile and would be purchased at \$605 total. Several other pass options were discussed and were left as possibilities including: Fells \$100/season, Clarks (LD would make a phone call to Kate Clark to check on price), Castle in the Clouds \$250, Tarbin \$75. Treasurer suggested that we may want to be prudent about spending on passes this summer with Covid. Library Director will develop guidelines for use of passes. If passes are abused, the privilege will be lost.

Auditor's Library Controls Questionnaire- Chair changed an answer with purchasing numbers that were taken from procurement policy. Chair recommended continuing to revise the Questionnaire on Google Docs and aimed to complete it this week.

Readsquared- Library Director reported that online live training was unsuccessful after getting kicked off three times. Staff is now training through a pre-recorded session which is working well. The Readsquared program will be linked to our website and ideally the program will be connected to TPL's online catalog so when similar interest books are recommended kids can actually check the book out (instead of needing interlibrary loan).

Summer Reading Program- Library Director plans to launch the program during the last full week of June which starts on the 22nd. The plan is to record it and leave it up all week, possibly all summer. It will be live on Tuesdays at 1 PM.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Treasurer added Digital Services tab to website. KUCHON was successfully sworn in by Town Clerk on Tuesday, June 2nd. HADAWAY made a motion to elect KIM KUCHON as Secretary. ROSS seconded. Motion passed unanimously. Library Director will reach out to Common Man to check on drive-in movies and try to find a summer schedule. Library/School Liaison inquired if there are home kits that the company offers for kids to carry to the library and Principal Bowens had never heard of it. Library/School Liaison discussed with Principal Bowens the need for teachers to request materials from the library, with at least a month's notice for school projects to provide adequate time to obtain source materials. Principal Bowens said they would address this in August when they have a better idea of what the school schedule is going to be.

OLD BUSINESS

Reopening/Guidelines from Governor Sununu

Capacity- Library Director, together with the Chief of the Thornton Fire Department are working to determine how many free square feet (53 total minus space taken up by furniture) the library has in order to determine capacity as per fire code. It was agreed that 7 patrons total not including staff would be the maximum allowed. With regards to working with school children LD says that the library plan will be dependent on the school plan which is yet to be determined. Possibilities discussed were a shower curtain separating the kid's room from the adult room.

Dedicated hours for seniors and medically vulnerable- It was agreed to do appointment only entry which covers this.

Traffic patterns and plexiglass sneeze guards- The adult door will be used as an entrance only and the kids room door will be designated as an exit only. Patrons will need to stay 6 feet apart, how does that work with browsing? It was suggested that the chairs be removed because of spacing and difficulty cleaning fabric furniture. Keep 3 public stations instead of 5. Hand Sanitizer available at entrance, exit and each computer station. All agreed appointment only entry and masks required were the safest options. Ideally appointments would keep too many people from waiting to get in but if necessary time limits could be imposed if someone is

waiting to come in. The plexiglass that has been ordered will need to be installed and cleaning supplies will need to be ample before the library can open by appointment only. Staff will designate 6 ft markers on the floor leading to kid's room for checkout. Curbside will continue until then and after opening for those who prefer it. Staff will answer a questionnaire and will have temperature taken before each shift and sign and date. No touch thermometer will be in next week to facilitate this process. If a patron is acting sick staff can ask them to leave. Staff is not taking patrons' temperature but should staff ask patrons questions such as recent travel? Library Director will check to see if the list of library patrons needs to be kept for contact tracing or destroyed for privacy reasons.

Enhanced cleaning- Library Director notes the need to get more supplies from the Approved Cleaning Supply list provided by the CDC. Chair suggests Spray 9. Staff is cleaning all day long so there is currently no need for new or adjusted cleaning hours.

Coffee/tea- Staff is packing up the coffee station.

Deliveries- It was agreed that 'touchless receiving' is best practice when possible. Some packages are left on the landing but some have come in the library without masks. New policy will be no masks/no entry. We can offer a mask if they need to bring something inside and do not have their own mask.

Septic service- Service is scheduled on June 29th. Chair inquired who is responsible for payment, library or school? Library Director said that the library paid last time.

NEW BUSINESS

Staff wonders if Dungeons and Dragons can resume at some point inside the library with social distancing, TBD. It is possible that the book club can start meeting again outside in the parking lot with chairs that are spaced 6 feet apart.

ANNOUNCEMENTS

MaryBeth's surgery is scheduled on August 26/27 and Sam can substitute for her. It is unknown exactly how long she will be out, possibly two weeks. Chairwoman GRAVEL has eye surgery scheduled on July 8 and if her vision doesn't improve in her other eye she may be out for up to two months. Library Director will update the FaceBook page with a summary of what was decided in this meeting after approval from the board. ROSS asked if TPL was signing out backpacks and the answer was that it was not deemed safe at this time. ROSS got permission for the Boy Scouts to use the outdoor area of the library this summer.

ADJOURNMENT

ROSS made a motion to adjourn at 3:41 PM. HADAWAY seconded. Motion passed unanimously.

Action Items:

- Library Director to produce receipts for reimbursement check of \$273.21.
- Library Director to develop guidelines for use of passes.
- Chair to complete her revisions on auditor's questionnaire
- Director to reach out to Common Man re drive-in movies/schedule

- Director will determine if patron list needs to be maintained for contact tracing or destroyed for privacy reasons.
- Director to provide to Chair copies of relevant emails with Spectrum regarding internet service
- Monitoring of employee hours
- Director to obtain See Science Center passes