

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, August 12, 2020**

Chairwoman GRAVEL called the meeting to order at 2:08 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; Kim Kuchon, Alternate Trustee and Secretary, 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 7/22/2020. ROSS made a motion to approve the minutes as amended. HADAWAY seconded. The motion passed unanimously.

CORRESPONDENCE

None

REPORTS

Financials

Business Income Categories for Credits (mostly Amazon)- The Treasurer and Library Director are meeting weekly to review financials. The Treasurer reported that everything seems to be matching up. There has been an issue with Amazon duplicate charging for an item and then correcting their error by crediting the account. There has been difficulty recording this accurately in Quicken because the program does not allow a credit to be entered as a line item so it becomes challenging to match up. They are considering entering the credit as 'Business Income' and hoping that will correct the issue. The Library Director has a call into Amazon customer service to discuss this ongoing issue and is waiting for a call back from them to sort it out. Another issue that has come up with Amazon is that when items are ordered they are immediately entered into the books, but, when an item from an order is backordered or shipping is delayed the account is only (immediately) charged for the item that shipped which causes confusion because it throws the books off temporarily. The same thing is happening with items ordered from DEMCO as well. The Treasurer notes that with the new website and domain coming next month the financials for August may need to be reconciled when those numbers come in September. ROSS made a motion to accept the financial report as submitted. HADAWAY seconded. The motion passed unanimously.

Mark Amazon purchase as COVID due to ILL Closure- The Library Director and the Treasurer were wondering if books that have been ordered for patrons from Amazon, due to ILL closure, can be considered a COVID-related cost and, therefore, be reimbursed. Other COVID related costs are PPE and cleaning supplies which over \$1,000 has been spent on. The Library Director wondered if the new cart that needed to be purchased so that she can travel to the school and to individual classrooms due to new COVID regulations could also be reimbursed. The Treasurer thought that until it is known for sure what is going to get covered they would keep a thorough record of everything purchased due to needs emerging from the pandemic that were not in the original budget so that could, at least, be presented to the town at some point. The LD agreed to send Deborah an email asking her about getting reimbursed from the town.

Library Director

At the height of the COVID pandemic there were 980 overdue items and since the library has re-opened there are now 500 overdue items. The Library Director noted that there were normally around 300 overdue items at the end of a normal school year so she was encouraged that patrons were making their way back to the library to return their items. All ILL books are being returned to their home libraries so that they can start with a clean slate, understanding which books are actually missing or not. ILL is believed to be resuming after Labor Day. The LD reports that they are waiting for Sam's second round of COVID testing, which took place 14 days after potential exposure, to come back any day and that result, if negative, will allow her resume work. The LD is concerned that, with such a small staff to begin with, and with MaryBeth having a scheduled surgery in September, that the library may have to close at times due to a lack of staffing. This was acknowledged by the trustees who agreed it may have to be done. The LD requested that Google Docs be sent to her gmail address at ninanottheship@gmail.com.

School/Library Liaison

There is a School Board meeting on August 17th at 5:30 in the gym. There are now links on the TCS website for the adjusted school calendar, plans for reopening and FAQ. ROSS has received packets and re-opening procedures for most schools in the SAU district. All Specials teachers will go to classrooms to reduce traffic in the hallways. Physical Education will be held outside as much as possible. There will be no band, chorus or concerts at TCS. The LD will cart new books to the students' classrooms but is concerned with how to get the old books back. One idea is to have a box in a central location like the office and have all returned books deposited there. ROSS offered to bring that box to the library afterschool. The LD notes that Mr. Bownes has so far only scheduled grades 1-3 for library class (11:30-1:50) but will remind him that grades 4 and 5 also normally attend. The library will be closed to the public during these times so that the LD can be at the school. ROSS will send an email to all teachers informing them that they will need to alert the LD two -four weeks ahead of time if books from the library are going to be required for class projects. Also, a plan may need to be developed for older students checking out books from the library since visitation is currently by appointment only. The LD notes that she is contacting three families whose kids regularly wait at the library afterschool for a ride in order to develop a plan with them. Chairwoman GRAVEL suggested that an outdoor sheltered area would be a potential solution in which they would not have to wait inside the building. The LD said that Mr. Bownes expects the library staff to continue doing their daily temperature checks and questionnaires for the record but they do not have to call in to the office daily to report them. The request has been made for a 5' x 5' storage closet space at the school but ROSS has not gotten an answer yet.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Guidelines for Patrons using Summer Passes

The LD is putting this on her TO-DO list

Patron List

It was agreed that since what the patrons are researching at the library is not being recorded that the appointment list is fine to maintain and that there is no need to contact the Library of Congress on this issue.

Spectrum

The LD emailed Amy regarding the library's need for a static IP address

Employee Hours

The LD has not begun inputting employee hours into Joyce's report. Chairwoman GRAVEL suggested that the LD needs to maintain a TO-DO list to stay on top of Action Items. The LD has added this item to her TO-DO list.

Policy Manual

Chairwoman GRAVEL updated the Policy Manual and included the Reimbursement Form in the Appendix. The LD and Treasurer will review it.

OLD BUSINESS

Spectrum proposal

The Library Director received the Spectrum proposal and the trustees reviewed it. The proposal was for the 'Ultra' package which provides 300-400 MegaBytes/Second and would cost \$180/month plus a one time fee of \$99. Currently we are paying \$150/month for 3-7 MB/Sec which is very slow. The LD emailed Spectrum and requested an additional proposal for their 60-200 MB/Sec package to compare them. The trustees agreed to hold off on a decision until the two proposals can be compared and we get a response from Amy.

Affiliate Family History Library

Chairwoman GRAVEL sent an application last year to the Family History Library in Salt Lake City for the Thornton Public Library to become an Affiliate Library. Affiliate Libraries provide access to millions of digitized records free of charge. However, the agreement requires a static IP address and a bandwidth of at least 10 Mpbs. Fairpoint/Consolidated does not provide sufficient bandwidth, so the contract was not signed.

GRAVEL and the LD believe that being the only library in the area to offer these digitized records would benefit our current patrons and attract subscription patrons from outside of our jurisdiction who want access to family history records. Increased bandwidth would also benefit patrons currently using library computers. LD is working with Spectrum and the SAU to determine the best option for improved service.

Summer Reading Program

The LD has been providing weekly family challenges on Thursdays. There has been some participation. The LD is planning to end the program the week before school is scheduled to start. Read Square is being used by a few patrons but she will not buy any prizes until she sees what happens in the next few weeks.

Status of Interlibrary Loan

See above

School opening

See above

Students waiting for rides in the library

See above

COVID Employee Protocol

Chairwoman GRAVEL noted that the CDC and state guidelines state that if an employee has been potentially exposed to COVID they must not report to work for 14 days and must have a COVID test after 14 days. The employee cannot return to work until there is a negative test result after the 14 day window.

NEW BUSINESS

1099 for contractors

The Treasurer inquired as to whether 1099s are used for people hired to do work at the library. She notes that they are independent contractors who receive checks from the library for their services and wondered if there could be issues with the IRS or workmen's compensation claims if we are not using 1099s for them.

Chairwoman GRAVEL stated that anyone working on the property should be covered by the general liability policy and she thought that it even covered volunteers. Chairwoman GRAVEL said that she would go back through her emails and look at the language in the PRIMEX policy to investigate because this issue has come up before. The Treasurer thought that perhaps the liability did not cover 1099 workers and thought that they should have their own insurance. Should cleaners have workman's comp? If they bring their own supplies they are considered independent contractors, but if they use cleaning supplies from the library they are considered an employee. The Treasurer thought that anyone who makes more than \$600 should receive a 1099. It was agreed that there needs to be further research into this topic.

The Library Director left the meeting at 3:22 PM

ROSS made a motion to move to the nonpublic portion of the meeting pursuant to RSA 91-A:3 (II)a. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees entered nonpublic session at 3:23 PM.

ROSS made a motion to resume the public session at 4:05 PM. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ROSS made a motion to seal the nonpublic minutes at 4:05 PM. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

The Library Director entered the meeting at 4:06 PM

ANNOUNCEMENTS

The Treasurer is trying to recruit an alternate trustee for the future. The Treasurer and Secretary are both opting for the remote learning option for their children for the first quarter of school at TCS. The LD will be providing either a zoom meeting for remote learning students or a live video feed.

ADJOURNMENT

ROSS made a motion to adjourn the meeting. HADAWAY seconded. The motion passed unanimously.

ACTION ITEMS

- Guidelines for using summer passes
- Internet service: Spectrum/SAU
- Tracking employee hours
- LD and Treasurer working on COVID expense reimbursement
- 1099 forms for contractors