

Thornton Public Library
Draft Library Trustee Meeting Minutes
Friday, October 30, 2020

Chairwoman GRAVEL called the meeting to order at 3:31 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 with the addition of curbside service at the request of the Library Director

APPROVAL OF MINUTES

After a few adjustments to the minutes were made ROSS made a motion to approve the minutes as amended. HADAWAY seconded. The motion passed unanimously.

CORRESPONDENCE

None

REVIEW BIDS FOR SNOW PLOWING AND SANDING

One bid was received by the trustees from JJ Silvia for \$2400 for the 2020-2021 winter season. He will plow 2 inches and as requested and he is fully insured. Payment could be made in four installments on November 15, December 15, January 15 and February 15. The trustees noted that it may be easier in the future to change the snow plowing and sanding contract to two years instead of one. HADAWAY made a motion to accept JJ Silvia's bid. ROSS seconded. The motion passed unanimously.

Employee eligibility under Family First Coronavirus Response Act (FFCRA) and Emergency Family and Medical Leave Expansion Act (EFMLEA)

The LD was wondering what to check on her timesheet since she had to miss work due to a COVID closure at her children's school. The trustees were discussing the options available to create a policy for this at the library. The standard short term leave pay for emergency sick leave under this policy is 2/3 pay for up to 80 hours. Debra suggested we could compensate 100% pay for up to 80 hours. Chairwoman GRAVEL noted we have to comply with the standard policy but we can do better and suggested we choose 100% pay for up to 80 hours not to affect normal sick leave. The trustees agreed. HADAWAY suggested that the LD check 'compensatory time' on the time card and note the reason as 'FFCRA- school closure'. In the meantime Chairwoman GRAVEL will send Debra an email to double check how we are to handle this. Additionally, Chairwoman GRAVEL will

include language from a relevant flyer she received regarding FFCRA and add it to the policy before sending the final draft out to the trustees via email. HADAWAY made a motion to adopt a temporary policy establishing up to 80 hours of emergency paid sick leave, consistent with the FFCRA, and including absence for the care of a child due to school closure for remote learning, to be paid at 100% of the employee's normal wage. ROSS seconded. The motion passed unanimously.

INTERNET SERVICE PROVIDER

A quote was presented to the LD by Tony Salamanca which had a higher monthly fee than the Spectrum quote and did not include necessary construction that would have to be done to get the fiber optics from the road to the building. On the recommendation of LD, the trustees agreed to go with Spectrum. ROSS made a motion to go with Spectrum for internet service. HADAWAY seconded. The motion passed unanimously.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

LD- The LD spoke with Chris Conway about the possibility of updating the computers in the library. He said technology is in high demand right now due to the pandemic but he has 5 desktop computers with 24 inch monitors that would be available for \$295/piece. This would be a change from the laptops that are currently in the library but HADAWAY noted that laptops really are not necessary for public use at the library since they are not being regularly moved around. The LD noted that one benefit of the laptops is that they take up less space. Chris plans to present the LD with a quote soon.

ANNOUNCEMENTS/OTHER BUSINESS

Curbside Service- The LD wants to know when it might be necessary to return to curbside service only for safety purposes due to increased COVID transmission in the community. The trustees agreed that we should be tracking daily COVID cases in the community and if there are active cases in Thornton the library should move to curbside service only. It was agreed that if the Thornton Central School closes due to a COVID case then the library should also close for at least two days to do a deep clean (if no staff was close contact) or at least 14 days (if any member of the library staff was close contact). At that point, if staff tests negative and has adequately quarantined according to CDC guidelines (14 days) the library shall reopen as curbside service only if there are still active cases in Thornton. Chairwoman GRAVEL noted that the LD could work from home at the point that the library may need to close. ROSS noted that Campton went remote due to a student who tested positive for COVID but have returned to in person teaching. Holderness also had a case and has returned to in person teaching. On November 3, TCS will have a remote learning day due to voting at the school and will use it as a practice day in case TCS needs to go remote due to COVID. The LD will be able to go into teacher's classes through Google Meet. The LD has a list of publishers who will allow certain stories to be told online.

Trunk or Treat- The LD requested \$100 to be spent on candy for Trunk or Treat. HADAWAY noted that due to COVID the funds in the children's programming budget are way under so there are sufficient funds for something like this that would benefit children. ROSS notes the candy must be individually wrapped this year due to COVID. HADAWAY made a motion to approve \$100 for candy for Trunk or Treat. ROSS seconds. The motion passes unanimously.

PUBLIC COMMENT

None

ACTION ITEMS

- LD/Treasurer -Pay first installment JJ Silvia Plow contract November 15
- LD- contact Spectrum and sign up for service
- LD purchase candy for Trunk or Treat
- GRAVEL- email Debra about how LD should report timesheet
- GRAVEL - email trustees FFCRA policy for library
- LD- Will continue to work on coming up with a library program for 7th and 8th graders

NEXT MEETINGS (via ZOOM)

Monday, November 9 -3:30 PM

Wednesday, December 9- 3:30 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 4:08 PM. ROSS seconded. The motion passed unanimously.