

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, January 20, 2021**

Chairwoman GRAVEL called the meeting to order at 3:32 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12.

Members Present: Diane Gravel, Chair; Kate Hadaway, Treasurer; Anita Ross, School/Library Liaison; 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

After minor edits, ROSS made a motion to approve the minutes from the December 29, 2020 meeting as amended. HADAWAY seconded the motion. The motion passed unanimously. ROSS also made a motion to approve the minutes from the December 21, 2020 meeting. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

The Library Director shared that a 'thank you' note had been received from a local family for helping print and put together a cookbook for them.

REPORTS

Financials

The trustees reviewed the December 2020 Reconciliation report. HADAWAY noted that an order that totaled \$54.54 from Demco which was initially on backorder had been cancelled by the company. Rather than deleting the order from the records HADAWAY and the LD decided to label it as an 'uncleared transaction'. The LD reports that she got a code for the Tech Soup discount but could not find a place to enter it during checkout when she tried to order the laptops. The LD noted that, as she understood it, as long as the quote for the laptops was dated in 2020 there would not be an issue with using 2020 funds for that purchase. Spectrum internet has been fully installed at this point and the final bill from the previous provider should be arriving soon. The LD was informed that the library would not be eligible for a free version of the Microsoft Office Suite but she plans on calling back to find out exactly why. When the laptops get ordered HADAWAY will need to sign off with the bank because the order will cost over \$1,000. ROSS made a motion to accept the financial report as presented. HADAWAY seconded the motion. The motion passed unanimously.

Library Director

The LD reported that the library report for the annual Town Report has been submitted. Our 2020 statistics are due to be filed with the state in March. The LD has begun to compile the statistics for the state report. Chairwoman GRAVEL asked if there has been any discussion about changing the release date for state statistics because of the early due date for Town Reports (January 8). The state statistics are necessary to complete the local report accurately. The LD agreed it would be much better and noted that it had been brought up but did not know if there would be any change. The LD noted that Thornton Central School has had its first student cases of COVID. The UV Wands that were purchased came with a safety video. The LD has watched it and has asked the staff to watch it too in order to determine if the staff believes that additional safety protection items may need to be purchased in order to use the UV Wands safely. If so, those items could be purchased online. The LD noted that technical service to patrons remains the biggest issue with Covid precautions and curbside service in place. These services include printing, copying and scanning. When Spectrum initially installed the internet service they had used a bad router. On the next visit, when they were installing the phone it was discovered and replaced with a working router. The internet has been working well since and is much faster than the previous service. Granite State Plexi Glass has installed the panels and, since one panel broke upon installation, they replaced it and left an extra panel in case of a future need. HADAWAY reported that the zoom conference with Ty Gagne went well. HADAWAY hosted the zoom and about 10 patrons participated. The LD reported that the public hearing with the Board of Selectmen has been delayed a few weeks.

School/Library Liaison

ROSS reported that TCS had one snow day with no remote learning. One TCS staff member had Covid in November and only just returned after the New Year. An additional TCS staff member has Covid currently (tested positive on January 11) and is quarantining until they are deemed able to safely return. Another staff member is quarantining because they have a child who has Covid. Additionally, two TCS students from the same family tested positive and are quarantining as well. There is also one staff member who traveled to New York for a funeral and is quarantining for 14 days. The PTO is considering hosting an online BINGO game for interested TCS students with prizes available. Mr. Bownes has been reminding staff members to be vigilant about Covid precautions including making sure students are keeping their masks on. ROSS will check with Mr. Bownes in her meeting with him tomorrow to clarify the procedures for use of the outdoor amphitheater behind TCS. It was noted that the National Education Association is advising that masks will likely need to be worn at least through November/December of 2021 according to current data. The LD has been added by TCS as an instructor in Google Meet which is the online platform that TCS will be using if the need arises to switch to remote learning. The LD noted that she would prefer to pre-record her virtual classes which would allow teachers the flexibility to use them when it fits best in their schedules. ROSS informed the group that remote learning for 6-8 grades would be from 8:30 - 1:00 PM. ROSS was not sure what the hours would be for K-5 yet.

ANNOUNCEMENTS

None

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Check on status of Microsoft Office Suite cost for non profits- The LD will call back to assess why the library is not eligible.

Update 2020 spreadsheet - The LD will update the spreadsheet according to the status of Microsoft Office Suite, all purchases for the 2020 budget and will attach the final spreadsheet to the meeting minutes from December 29.

Purchase all items approved for 2020 budget - The LD will complete purchase of the laptops and Microsoft Office Suite if necessary (not eligible for free version).

ACTION ITEMS

LD - Call back Microsoft and get clarification on status of eligibility for free version of Microsoft Office Suite

LD- Determine whether more safety gear is needed to use UV Wands safely

PUBLIC COMMENT

None

NONPUBLIC COMMENT

HADAWAY made a motion to exit the public portion of the meeting and enter nonpublic session pursuant to RSA 91-A:3 (II)a. ROSS seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 4:20 PM.

The trustees entered nonpublic session at 4:21 PM.

ROSS made a motion to resume public session at 4:36 PM. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from January 20, 2021. ROSS seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

At 4:38 PM, HADAWAY lost her internet connection. Alternate KUCHON assumed the role of third trustee.

NEXT MEETINGS (via ZOOM)

February 17 at 3:30PM

ADJOURNMENT

KUCHON made a motion to adjourn the meeting at 4:39 PM. ROSS seconded. The motion passed unanimously.