

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, July 22, 2020**

Chairwoman GRAVEL called the meeting to order at 2:00 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 6/16/2020. HADAWAY made a motion to approve minutes as amended. ROSS seconded. Motion passed unanimously.

CORRESPONDENCE

None

REPORTS

Financials

Fund Request- The Library Director estimates that the library will need \$5,000 as we enter August. There was some question which account (maintenance or general funds) the money will be pulled from and LD will check with Debra on that and will email the trustees when she finds out. ROSS made a motion to accept the fund request as presented. HADAWAY seconded. Motion passed unanimously.

Financial Report- The Library Director and Treasurer have been working together to come up with a plan in which both of them have a hand in each transaction to minimize errors and assure a system of checks and balances. The Treasurer has been given a key to the filing cabinet in the library where the checkbooks, transaction books and sealed meeting minutes are kept. LD notes the difficulty in keeping up with Amazon accounts because dates of purchase and shipping are out of chronological order. Chairwoman GRAVEL suggests using the Northway account to keep track of purchases because they list everything chronologically and have been helpful in the past. LD expressed frustration with Squam Lakes Science Center summer pass purchase as the benefits of the pass have changed and she was not notified until after purchase. There is a chance the library was double billed by SLSC but LD will follow up and amend if so. The trustees agreed to not purchase the State Parks summer pass since summer is half over already. The See Science Center pass will be purchased since it is a year round pass. The Financial Report will be amended and then voted on by email.

Potential Cost Savings-

Storage- The treasurer has been looking into the possibility of eliminating the need to continue paying for monthly storage space at the Ace of Space storage facility. The first alternative option is to ask the school for a 5' X 5" closet space. This option would eliminate the cost, however, it was noted that storage space in the school has been requested before and denied. The second option is to purchase a small shed and install on the property to use for storage. This option would pay for itself in time. The questions that came up were: would the school approve of the building, would it need a foundation poured, would there be adequate ventilation and would the items stored need climate control? ROSS will discuss with Mr. Bownes and report back at our next meeting.

Plowing- It is time to do RFP for plowing now which includes placing last year's ad in the newspaper and sending out postcards. According to the Library Director JJ Silvia had the contract last winter. He was willing to come within 10 minutes if needed and did a good job. Chairwoman GRAVEL noted that he had been suggested by the road agent last year.

Library Director

The Library Director notes that an invoice was requested by the school for their half of the budget. Reopening has been by appointment only. If a patron comes to the door without an appointment, LD or staff request that they wait outside for 5-10 if there is an available spot so that they can tidy up and re-sanitize. LD and staff have been taking and recording their body temperatures upon arrival at work, answering the list of COVID related questions and initialing those for every shift. LD and staff are keeping a log of patrons entering the building that consists of date, name, time, where, why. The list is being rotated to the back of the binder when a page is filled. LD also has a sheet printed that assists them in how to approach and respond to patrons who are not following guidelines. Chairwoman GRAVEL suggests that there should be contact with the Police Department and a procedure should be in place for patrons who refuse to cooperate. LD notes that the Resource Center of Homeland Security provided 2,000 masks, 1,900 more than requested. LD and staff have given out 50 masks to patrons in need in one week. HADAWAY asked if the school's state COVID funding might apply to the library. ROSS will check with Mr. Bownes. Chairwoman GRAVEL wondered if the school or the town might claim some or all of our COVID expenses. At this point it is unknown. The library has had an average of 8-10 appointments daily. It takes the staff 5-10 minutes to follow sanitization procedures between appointments. LD has COVID cleaning supplies backordered from DEMCO with an expected shipping date of August 4. Staff is currently using Spray 9 on book jackets because lysol wipes are backordered. LD will check the CDC table on wipes to see how much time is needed for various disinfectants to kill the virus. Staff has removed several computers, leaving three available for the public to use to adhere to distancing protocol. Some chairs have been stacked and put away. Summer reading started two weeks ago. On Thursdays LD is reading a story, presenting a related activity and family challenge. Interlibrary Loan is still on hold to the dismay of Book Club members. The library is not taking any book donations currently due to safety issues related to COVID. LD notes some boxes of books have been dropped off during closed hours and she has bagged them and moved them on to places taking donations.

School/Library Liaison

ROSS did not know about the latest School Board meeting so she was not able to attend. The Library Director attended the School Board meeting and shared what was discussed. The School Board voted to have students

return to school in person. The twenty-five percent of parents who do not want their children in the classroom this fall will be offered a remote learning option called VLACS platform. On that platform there will be a teacher but not a Thornton School teacher. Staff and students returning to the school building will have their temperatures taken daily. If there is a positive COVID case of a staff member, student or family member school will close for two weeks and go remote until a decision is made on the next step. SAU will give children two reusable masks if they plan to attend school in person. Some special needs students will not be able to wear a mask. Substitutes will be trained and screened in TCS COVID practices. There will be a mental health team to help students re-enter the school climate. School will have an August 25th start date and school plans will be released to parents by August 1st. The School Board will meet weekly until the start of school. The next School Board meeting is June 29th in person at the gym at 5 PM. The Library Director is not sure if classes will be broken up when going to specials. There will not be any public appointments allowed while classes are at the library. There will be a sign letting students and patrons know that if they handle materials they must place them on a table to be cleaned. A trash bag is being placed over the reshelved book cart so books are kept clean until reshelved.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Summer Passes

The Library Director will work on coming up with guidelines for patrons using the summer passes.

Auditor's Questionnaire

Chairwoman GRAVEL sent the Auditor's Questionnaire to the Library Director who signed and passed it on to ROSS who also signed. The Questionnaire was then sent by LD to the auditor.

Common Man

A full summer schedule is not available for the Common Man drive-in movies.

Patron List

There is no record of what patrons are accessing at the library so does the list of appointments need to be disposed of or kept? Chairwoman GRAVEL suggests that the Library Director emails the Library of Congress to see what to do since it is a Federal issue.

Spectrum

Chairwoman GRAVEL needs the relevant emails related to this. The Library Director has spoken to Andy Harris on the Town Committee about this. Spectrum's Municipal Representative keeps changing making it hard to keep track. A fiber optic connection should come from the school to maintain a stable IP address. LD believes this has stalled because the school expansion has stalled. LD will mail all relative correspondence to Chairwoman GRAVEL.

Employee Hours

The Library Director has not been inputting employee hours into Joyce's report because she has found the program to misread the inputted information. She has agreed to input the hours, see how the program responds and add any necessary notes to the page if an explanation is needed. Chairwoman GRAVEL will email Deborah to see how taxes are going.

OLD BUSINESS

Updating Policies and Procedures

HADAWAY made some revisions to the TPL Personnel Policies and Related Procedures Manual. On page 9 HADAWAY suggested changes on Google Docs to Reimbursable Expenses. She also emailed a related PDF form that could be added to the manual as an amendment. HADAWAY made a motion to approve the update.

ROSS seconded. The motion passed unanimously. Chairwoman GRAVEL will add to the Google Doc, after the meeting, that it was adopted today, July 22, 2020.

HADAWAY also made revisions to the POLICIES OF TPL Claims Audit Process. There was agreement that section 'd' would be removed due to the fact that the warrant officer item was not applicable. Chairwoman GRAVEL noted the importance of consistency with posting public records in a timely manner as stated in section 'f'. There was agreement that these records would be kept on a laptop and not a public computer. ROSS made a motion to accept the revised Claims Audit Process. HADAWAY seconded. The motion passed unanimously.

COVID Related Issues

Stages of Reopening- See above.

*Masks-*The Library Director will order a few face shields for children under the age of two. LD will research more information on this before proposing a policy.

Filtration system A/C Unit- The Air Exchange filters were just changed out. It has been suggested that filters do not need to be changed any more than usual with relevance to COVID. It was noted that opening windows and letting fresh air in when possible would be beneficial.

NEW BUSINESS

Resuming Community Programming

The Library Director noted that Sam would like to resume Dungeons and Dragons at the library during closed hours. Participants would be required to wear masks and the number of participants would be limited to seven. The library would need to be cleaned and sanitized afterwards in compliance with COVID procedures. This would open up the library to Book Club as well. There will be no eating or drinking in the library due to the fact that it would violate the mask policy. ROSS requested that the Scouts resume using the library from 7-8 on Wednesdays which was approved as long as they adhere to the same guidelines.

Gift

The Library Director received a gift of six books about local history from the author Robert W. Averill. The author requested a letter acknowledging the gift for \$180 but a letter will be sent without the monetary value, only listing the books, in adherence to library policy. ROSS made a motion to accept the gift. HADAWAY seconded. The motion passed unanimously.

Scouts Calendar Drive

ROSS noted that Scouts had lost two advertisers due to the COVID pandemic and asked the trustees to continue to support their fundraiser by buying a business card sized ad on their 2021 calendar for \$35. KUCHON made a motion to buy the ad. HADAWAY seconded. The motion passed unanimously.

HADAWAY made a motion to move to the nonpublic portion of the meeting. ROSS seconded. GRAVEL: Yes; ROSS: Yes; HADAWAY: Yes. The motion passed unanimously. The trustees entered nonpublic session at 3:30 PM.

HADAWAY made a motion to resume the public session at 4:00 PM. ROSS seconded. ROSS, yes. HADAWAY, yes. GRAVEL, yes.

ROSS made a motion to seal the nonpublic minutes at 4:00 PM. HADAWAY seconded. ROSS, yes. HADAWAY, yes. GRAVEL, yes.

ANNOUNCEMENTS

The next Library Trustees meeting is scheduled for August 12, 2020 at 2 PM via ZOOM, followed by a meeting on September 9, 2020 time TBD. The Library Director will reach out to students who have, in the past, waited for rides home from school at the library. MaryBeth's surgery is now scheduled for September 9.

ADJOURNMENT

ROSS made a motion to adjourn the meeting. HADAWAY seconded. The motion passed unanimously at 4:10 PM.

ACTION ITEMS

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Policy Manual

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