

**Thornton Public Library**  
**Library Trustee Meeting Minutes**  
**Wednesday, September 16, 2020**

Chairwoman GRAVEL called the meeting to order at 3:30 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 a few changes for minutes from 8/12//2020 including some additional clarification from Chairwoman GRAVEL about details relating to the Affiliate Family History Library. HADAWAY made a motion to approve the minutes as amended. ROSS seconded. The motion passed unanimously.

CORRESPONDENCE

None

REPORTS

**Financials**

The trustees reviewed the submitted financial report and found that it added up. The Treasurer and the Library Director noted that reconciling the report while items are still backordered has been difficult but when they key in entries they are able to be left open and then reconciled later. LD noted that a fund request will come in October. ROSS made a motion to accept the financial report as submitted. HADAWAY seconded. The motion passed unanimously.

**Library Director**

Interlibrary Loan is up and running again as of September 8, 2020. The Library Director notes that it has been challenging to pick out books for the students and transport them to the school building as opposed to pre-Covid when students came to the library and chose their own books. On a positive note, LD believes that the new Covid protocol has increased her communication with classroom teachers and she has been able to form better relationships with them as a result. LD is hoping to figure out a plan to provide 7th and 8th grade with library instruction and access. LD is teaching SORA (the downloadable library through the school district) to 6th grade,

she is reading to K-5th, and is performing her data entry and prepping at the end of the day. Patrons are having trouble with the library being closed in the middle of the day when LD goes to the classrooms. When Sam kept it open one day, instead of helping LD with classes, she had five customers. LD needs Sam during Kindergarten class. Teachers are doing library class differently, some do stand up, mask up and others mask up and sit on the carpet. LD is concerned that if she were absent it might be difficult for someone to sub for her because of the varying procedures in the classrooms. She did think that Sam could substitute because she has been with her in many of those classes. The library is still operating by appointment only (others could enter if there is space and time to clean). The Treasurer wondered if overtime money or money being saved from events not happening due to Covid could be used to pay for someone to work during school hours. Covid expenses were at \$1250 and have been submitted to Debra Shepard, the Town Administrator. LD notes that the public is not paying attention to the schedule that is posted on the front door. A sandwich board in front of the door or a "clock" hanging on the door could help with that and could be considered a Covid expense.

### **School/Library Liaison**

ROSS checked with the principal and he is happy if the library staff takes care of their own Covid staff temperature checks and questionnaires. LD discussed that the cart she bought to transport books to and from the school is not of good quality. The wheels are sticking under the weight of the books. LD is providing a choice of three books to each child to limit the amount of touching and subsequent cleaning. She records what she read to them and any notes about curriculum in the classroom. ROSS notes that school is going well, drop off and pick up has been getting easier and the parents and staff have gotten used to it. Thornton Police Department is helping with the flow. Ten cars line up in each row and they wait for all cars to be full and then move.

### **REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES**

**Guidelines for Patrons using Summer Passes-** There had been difficulty with the two step reservation process with the Squam Lakes pass this summer. The question came about whether or not we have guidelines in place about the use/abuse of summer passes. LD believes that the existing policies about the passes are good enough. A full time membership is required for access to the passes.

**Spectrum/Internet Service-** Tony, the SAU contact, has not contacted LD. Michael from Spectrum bills the E-rate into his quotes. Both LD and Chairwoman Gravel then check their email for any contact from Tony regarding the internet. No new emails are found. LD noted that when she spoke with him on the phone he said that he would not be able to provide the E-rate quote without the application process. The school is happy with their internet speed and quality. LD will call Tony tomorrow at 9 AM to ask why the proposal will look different and to get updated information about a quote.

**Employee Hours-** Chairwoman Gravel approved of the new spreadsheet that the Treasurer made to record employee hours. The Treasurer will add a comment column for special notes and all agreed it was an improvement from the old version.

**Financials-** The Treasurer and LD had worked this out at the last meeting.

**1099 Forms for Contractors-** The Treasurer will have LD send a W-9 to Marla (cleaner) and JJ Silva (plower) for this year.

## OLD BUSINESS

**Plow Bid-** LD edited the verbiage on the application. Specs can be picked up at the library by appointment or be viewed online. LD will post them online. The cutoff date for the advertisement will be October 9. The paper will need the information by Friday to be printed on Monday. The trustees will open the bids at the next meeting on October 14.

**Covid-19 Policies-** The trustees agreed that if the book club is meeting inside the library they will need to wear masks.

## NEW BUSINESS

**Policy Regarding Equipment Checkout-** LD notes that some libraries have been advised that if they are providing internet access to patrons inside the library building they should be providing access outside of the building as well. The trustees did not approve of lending out laptops for patrons to use in their cars in the parking lots.

**Policy Revision Regarding Expense Reimbursement-** This was discussed in the last meeting minutes.

**Nonpublic Meeting Minutes-** ROSS made a motion to approve the nonpublic meeting minutes from the 2020-08-12 meeting. HADAWAY seconds. The motion passed.

## ANNOUNCEMENTS

None

## PUBLIC COMMENT

None

## ACTION ITEMS

- LD- working on a library program for seventh and eighth graders
- Treasurer -Funds to keep the library open during class times
- LD-Purchase sandwich board or door “clock” to help keep patrons informed
- LD-call Tony about internet
- LD- Post plow bid specs online and in newspaper
- LD- Inform book club of mask policy
- LD- send budget report to trustees before next meeting

## NEXT MEETINGS (via ZOOM)

October 14- 3:30 PM

November 11 -3:30 PM

December 9- 3:30 PM

ADJOURNMENT

ROSS made a motion to adjourn the meeting at 4:28 PM.. HADAWAY seconded. The motion passed unanimously.