

**Thornton Public Library
Library Trustee Meeting Minutes
Friday, February 12, 2021**

Chairwoman GRAVEL called the meeting to order at 3:40 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 some edits, ROSS made a motion to approve the minutes from the January 20, 2021 meeting as amended. HADAWAY seconded the motion. The motion passed unanimously. ROSS also made a motion to approve the nonpublic minutes from the January 20, 2021 meeting. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

The Library Director noted that her second attempt to acquire the free, non-profit version of Microsoft Office Suite (MOS) for the library was again denied. The LD is now waiting to hear back from Tom Sawyer at Lakes Region Computers to figure out if the business subscription (3-5 computers for \$8/month) to MOS would be the next best option. The question was raised as to whether or not Thornton Central School has a subscription to MOS and it was suggested that the LD check with Mr. Switzer and/or the SAU District office.

REPORTS

Financials

The trustees reviewed the January 2021 Reconciliation report. It was noted that the price quote the LD received from Staples (dated 2020) for the Lenovo computers that the trustees had approved for purchase in December 2020 would not be sufficient and an actual invoice dated in 2020 would have been necessary to be able to utilize 2020 funds for that purchase. However, HADAWAY noted that it would be possible to encumber certain funds, such as JJ Silva's plowing contract, Spectrum's installation and first two months service charges, and Fairpoint's final bill. These bills could be paid in 2021 with 2020 funds since they are payments based on contracts made in 2020. The LD suggested that a copy of the initial dated contract be stapled to these bills for the record. HADAWAY will keep a record of encumbered funds in an EXCEL document. HADAWAY made a motion to encumber the following funds for 2020: JJ Silva \$1200, Spectrum \$231.59, Fairpoint \$160 and any additional bill that might come. ROSS seconded the motion. The motion passed unanimously.

The LD noted that the first Spectrum bill included installment, prorated charges for the initial incomplete month of service and the next full billing month. ROSS made a motion to accept the financial report as presented. HADAWAY seconded the motion. The motion passed unanimously.

Library Director

The trustees agreed that there should be no videotaping in the library without the Director's consent due to privacy issues. Chairwoman GRAVEL will email the NH Municipal Association to investigate existing privacy policy when a library is connected with a school. The trustees and the Director intend to put a policy in place by email and/or the next meeting.

Monday.com- The LD and staff have been using this project management app on a free trial basis and have been finding it useful. The LD has been able to communicate with the staff and delegate tasks on both a daily and weekly basis. She is able to assign priority levels to tasks and estimated time frames to complete tasks. The LD and staff have found that being able to have a conversation within each task is also helpful. Items can be added to lists and staff can note when tasks are completed. The LD really liked being able to print out a summary of what is accomplished on a daily basis. The trial period is over and it will be \$288/year for the membership to continue using the app. At the request of Chairwoman GRAVEL, the LD shared a screen with the trustees of visual examples of how the app works. The LD will contact Monday.com to ask if it might be free for nonprofits. HADAWAY suggested an app called Basecamp as a free alternative and also suggested that Outlook can be used to assign tasks. KUCHON suggested the LD also research Bitrix24 and Clickup which are also free project management apps. The trustees would consider continuing Monday.com if the LD could not find a free alternative app that worked as well.

Appointments- The LD suggested ending curbside only service and opening the library back up to appointment only status. The LD feels that if they keep appointments on the hour only it would give the staff sufficient time to clean in between appointments. Half an hour for an appointment and half an hour to clean. The latest case count in Thornton is 1-4 active cases, with Campton at 23 and Plymouth at 53. This change would be implemented next week on Tuesday since Monday is President's Day. The staff would reimplement the record keeping of appointments for contact tracing purposes. When asked at what level of active cases Thornton would have to have for the LD to consider going back to curbside only she stated 50 cases per the 2600 local population. Additionally, it was brought up that the expansion project which was tabled due to the pandemic needs to remain on the agenda and there is a need to discuss separate public/school entrances and even a separate ventilation system since it will be a school library and a community building.

School/Library Liaison

ROSS reported that TCS had one student test positive for Covid since our last meeting. March 9 is a planned remote learning day for TCS due to the building being used for town voting. Faculty will be allowed to teach from the school building on March 9 if they want to. The LD plans to upload recordings for library classes onto Google classroom for that remote learning day. There will not be an 8th grade poetry recital night at TCS this year but, instead, they will release a video recording of students reciting their poems which will be added to the 8th grade graduation video. Mrs. Shirley is putting together a yearbook. Mr. Bowens had to put a stop to kids building jumps on the sledding hill due to safety issues. TCS has had two true snow days so far which will need to be made up at the end of the school year. The 8th grade class is hoping to have a class trip in the spring. TCS

is considering holding 8th grade graduation at the Benton's field again this year. ROSS asked the LD about the plowing contract with JJ Silva. The LD reported that she shoveled the pathways from the parking lot into the library and they have been showing up to plow around 2 PM since the snow has fallen much of the day during the past two storms but, in general, they have been doing a decent job plowing the parking lot.

ANNOUNCEMENTS

The LD will be taking the first or second week of March off to help her mother recover from surgery. The annual town audit is due on March 17 so the LD and HADAWAY are meeting soon to check the books. The LD would like to consider making another library calendar and will look to get quotes from local printers. Kim Kuchon is not currently listed as a library trustee alternate on the town's website.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Microsoft Office Suites - See below.

UV Wands - LD believes the staff will not need additional safety equipment to use the UV wands

ACTION ITEMS

LD - Contact Tom Sawyer AND check with Mr. Switzer and/or SAU district office re: Microsoft Office Suite
LD- Staple copies of dated contracts with bills when encumbering funds
HADAWAY- Maintain a record of encumbered funds in Excel
GRAVEL- Email the NH Municipal Association about school/library patron privacy re: videotaping
LD- Contact Monday.com to find out if the library can get free, nonprofit access AND research other free apps
LD and HADAWAY- finalize books for state audit

PUBLIC COMMENT

None

NONPUBLIC SESSION

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 5:06 PM.

The trustees entered the nonpublic session at 5:06 PM.

HADAWAY made a motion to resume public session at 5:18 PM. ROSS seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ROSS made a motion to seal the nonpublic minutes from February 12, 2021. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

NEXT MEETINGS (via ZOOM)

Wednesday, March 10 at 3:30 PM

ADJOURNMENT

ROSS made a motion to adjourn the meeting at 5:25 PM. HADAWAY seconded. The motion passed unanimously.