



Nesmith Library Board of Trustees

**Tuesday May 12, 2020
Meeting Minutes
FINAL**



Present via video conference:

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), *Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary), J'aime Slocum (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

****via telephone on conference call***

****S. Brikiatis and M. Branoff were both on site at Nesmith for the meeting***

Call to Order: The meeting was called to order at 6:36 pm

Mission statement: read by M. Stith

Approve Minutes:

- Note given by S. Brikiatis to change name to Pandemic "Policy" (not plan) in all locations where it is named
- Note given by M. Stith to note where votes were taken by roll call

Motion made by T. Picciano to approve meeting minutes for February. Second by K. Moltenbrey. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes). J. Slocum abstained as she had not been trustee at the time of the February meeting. 7-0 approved.

Motion made by T. Picciano to approve meeting minutes for March and April. Second by K. Moltenbrey. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes) J'aime Slocum (yes). 7-0 approved.

Gifts:

- A gift of \$850 was presented to the library from Windham Endowment's Mary Lee Underhill Fund. The money is not restricted as to its use. T. Picciano will send a thank you note to WE.

Motion made by M. Branoff to accept a donation of \$850 from the Windham Endowment's Mary Lee Underhill Fund. Second by J. Slocum. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes). Jaime Slocum (yes). 7-0 approved.

Correspondence:

- There was no correspondence

Reports:

FLOW report: Given by M. Stith

- The 2020 Strawberry Festival has been cancelled
- FLOW has decided to host an all-ages art competition in its place. Details can be found on the FLOW website
- A. Chang asked if the cancellation of the festival will adversely affect FLOW's ongoing college scholarship program. M. Stith said that it should not as money has already been set aside
- M. Stith asked if we could include past sponsors of festival on any releases regarding the contest to thank them for their continued support.

Directors report:

- The report does not include GMILC statistics as we are not doing any interlibrary loaning.
- There has been an impressive increase in the number of ebooks and audiobooks loaned out, close to double the amount from last April plus the increase from recent months in Hoopla loans.
 - May looks to be even larger
- We have had a total of 27 programs so far this year. The number of live attendees (via remote access) was about 267 people but each video has been seen far more after the fact with some having well over 1,000 views.
 - We are still working on how to harness and report those numbers.
 - Drafting something to talk about what we have done while building was closed and how many people we reached.
- The LED conversion has been temporarily postponed due to Covid-19.
 - The FLOW board has agreed to pay for the last part of the conversion. The most recent estimate was \$4600 (which is half the cost as the other half is paid by rebate.)
- Study pods are a semi private study space to help accommodate tutors and others who meet in library. We had discussed these in the past and the company recently replied with initial ideas of pricing (\$7,300 for a pair)
 - We will not need these for quite some time.
 - The pods are ADA-compliant, can be wheeled in, come fully assembled.
 - They would be placed along the back wall - looking to get two of them.
 - Discussion held about materials and possibility of a canopy for sound deafening.
 - FLOW is considering covering the cost. If not approved we would not purchase at this time as it is not in our current budget.
 - S. Brikiatis will move forward with getting a more specific cost and present the project to FLOW.
- We had 44 new Hoopla users last month.

- Nancy is in process of updating the library's computer virus protection which has expired. We may need to have devices to send home with patrons so we are looking at virus protection for each machine rather than just on the server. This should be completed within the next two weeks.
- We are looking to pick up two more Chromebooks for lending out as more people will be working from home.
- We are looking to add subscriptions for GoTo PC, Zoom and BeanStack, which will each serve a separate function as we need more online capabilities.
 - The funding would come from the programming budget
 - FLOW will cover the cost of BeanStack for the first year - \$800 - we would be responsible for the next two years of the three-year contract if they do not continue to pick up the cost.
 - GoTo Meeting is not too expensive, but GoTo PC is the next step but it is more expensive. We are looking into that to see if it makes sense.
 - Library staff doing work remotely must have a certain level of security on their home systems
 - We may get reimbursed for some purchases made due to COVID-19.
- M. Stith commented that we will most likely need to cut our budget for next year as the town will be looking for ways to cut back across the board.
- S. Brikiatis commented that there are items available with grants this year that we should look to take advantage of the deals now.
- The personnel policy had been tabled in the past as we were waiting for the town's updates so that we could be in sync. At this time the town has changed two portions which affect library personnel, earned time and updates regarding insurance plans.
 - When trustees last worked on the policy, there were a number of other changes.
 - Discussion held about personnel committee meeting to look at the other changes but approving the two sections that were already updated by the town.

Motion made by A. Chang to add portions mirroring town personnel policy (as noted in yellow) to our current personnel policy. Second by K. Moltenbrey. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Tara Picciano (yes). Jaime Slocum (yes). 7-0 approved.

- Update on New Hampshire state task force on reopening: We are putting out a document on best practices on reopening next Thursday.
 - A study being done on how long the virus lasts on library materials will not be released until August
 - Information from the CDC shows that it can last 72 hours on plastic and 48 on cardboard. As books are all wrapped in plastic we are approaching it from that point of view.
- Cloth masks have been obtained for all staff. Face shields were also donated by the Make-it Lab in Nashua. We will have plenty of gloves. We were able to purchase wipes.
- Sneeze guards are on order for the building. 30x 36 size screen.
- Town buildings will not open till after June 1 at least.

****A Chang left the meeting at 755 p.m.****

- It will be a long time before we can have people in the building and the first will be for computer access.
- The staff may begin to return to the building within the next week or so. We will have a soft opening next week to accept items returned. Those items will be quarantined.
- Our staff will be working staggered hours as two separate teams so that if someone is sick on one team they will all quarantine but it will keep half the staff available.
- Discussion about cleaning items and holding items in quarantine both on the way in from outside and on the way out before we share items. This could also help with liability issues.
- After Memorial Day, we will start with staff in building and then do curbside pickup of items after June 1st.
- Summer reading - the high school will most likely use the same list as last year. We have plenty of those books. We are working with schools to get kids plugged into library over summer.
- Reads-to-go kits - we had some funds left so we bought three sets for book groups.
- Windham Terrace has said they do not need anything as of now. They are not allowing anything in to the building. They will not accept materials even when we start curbside and homebound delivery.
- Summer reading; Azra has converted the plan she had already created to virtual programming. She will have a virtual performer for kick-off and the end of the program. She will also continue to do a weekly craft and we will create bags for kids to pick up each week.
 - Still working on what to do for Tweens.
 - Teen program is mostly done by Molly also with a plan to do a majority of it virtually
 - We are looking for prizes for all programs, gift cards etc.
 - Kendall Pond Pizza and McDonalds are usually very generous. We will see if they are able to help this year.
- NHLTA dues are due. Looking for updated information from new members on board (J. Slocum).
- The Lawrence Eagle Tribune ran a nice profile on Nesmith's virtual offerings on May 2. They emphasized the teen offerings as there are not a lot of libraries doing this right now. Molly been doing a "bang-up job" on it.

Motion made by K. Moltenbrey to extend meeting. Second by T. Picciano. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Tara Picciano (yes). Jaime Slocum (yes). 6-0 approved.

Treasurer's Report:

- One third of year has passed and we have spent 30.24% of appropriation.
- Library remains in compliance with RSA 32:7.
- The heating bill is still high because we paid for a shipment of oil right before we closed down.
- The electric bill is about half of what it is normally.
- Property maintenance is high also, because of completion of sealcoating and Terminix renewal. Those both fit into expected expenses.

New Business

Election of officers:

- Discussion to table the election until next meeting when all members are present and to continue in previous positions.

Motion made by K. Moltenbrey to extend meeting. Second by T. Picciano. Vote taken by roll call: Michelle Stith (yes), Karen Moltenbrey (yes), Mark Branoff (yes), Catherine Robertson Souter (yes), Tara Picciano (yes). Jaime Slocum (yes). 6-0 approved.

- C. Robertson Souter asked about doing outside events but S. Brikiatis explained this will not be possible yet because we are still at gatherings of less than 10 people. Maybe once we get to 50 people we can discuss.
 - Maybe we could do a story walk outside for people to visit. And we could change it out.
- Discussion held regarding Governor Sununu's re-opening plan. It currently is specific to restaurants and hair salons and retail outlets. These are priorities for some reason.
- C. Robertson Souter asked if we will have pushback if we open slower. S. Brikiatis said that we may but if we go too fast and then we have to go backwards that would be worse.
 - She has gotten feedback she has gotten from some people who want to open more quickly but from others who do not.
 - Windham currently has 16 cases that we know about. We need to stay on same page with rest of town.

Announcements:

- The next trustee meeting is June 9, 2020 at 6 p.m.

Meeting adjourned 8:54 p.m.

Respectfully submitted,

Catherine Robertson Souter
Final minutes approved June 9, 2020