



Nesmith Library Board of Trustees

**Tuesday June 9, 2020
Meeting Minutes**



Present:

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), *Catherine Robertson Souter (Recording Secretary), *Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Absent: J'aime Slocum (Member-at-large)

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

Call to Order: The meeting was called to order at 6:15 pm

Mission statement: read by M. Stith

Approve May Minutes:

Motion made by T. Picciano to approve meeting minutes for May. Second by K. Moltenbrey. Vote taken: 6-0. Roll call for those not present: A Chang (yes) and C. Robertson Souter (yes)

Gifts:

- \$80 donation from Thomas Hall, a gift in name of Jennifer Gilsenan. He asked his children and grandchildren to pick a charity for him to donate to in honor of his 80th birthday.

Motion made by K. Moltenbrey to accept a donation of \$80 from Thomas Hall. Second by T. Picciano. Vote taken: 6-0. Roll call for those not present: A Chang (yes) and C. Robertson Souter (yes)

Correspondence:

- There was no correspondence

Reports:

FLOW report: Given by M. Stith

- There was an online art contest held in place of the 2020 Strawberry Festival and seven winners were chosen.

Directors report:

- The ongoing library usage stats reflect the shutdown

- Study pods - funding has been approved by FLOW.
 - S. Brikiatis is reaching out for pricing and references.
 - She will go to see them in another location once that is allowed.
- Technology - we have opted to not purchase GoToMeeting PC because of the cost.
 - We purchased a subscription to Zoom for patron programming.
 - We are switching GoTo Meeting to a paid subscription also for in-house professional meetings.
 - We are purchasing a subscription to BeanStack and the first year will be covered by FLOW. It is a 3-year subscription.
 - We are doing a trial run of an online chat function - ask the librarian.
 - You can ask a question and if someone is logged in they will be notified of the request.
 - There is a limit to the number of texts per month.
- Covid update:
 - We are at end of Phase 1 and moving on to Phase 2.
 - Some town offices are opening, may be by appointment.
 - They will be putting glass on the service counters.
 - They are asking people to wear masks and will provide disposable if necessary.
 - We will follow town guidelines on this.
 - If we face patrons or work within six feet, we do wear them.
 - We cannot require patrons to wear a mask but we ask that they do.
 - We do not want staff to be required to ask people to leave but we may offer other options such as curbside service.
 - If the governor lifts the stay-at-home or loosens restrictions, I will have staff come in for regular shifts and not work from home half time.
 - This may be starting June 22 or maybe even next week.
 - First steps when we open will be by appointment and for using computers. The next may be for people to get a book but "browsing" will be an issue.
 - Each step is also dependent on what happens in the next few months.
 - In-person programming may not happen this summer.
 - Wifi is available from parking lot and patrons have been using it this way.
 - Last week of June plan to allow loans of Chrome Books for use in parking lot on wifi.
 - Time limits will be followed.
 - Air purifiers can help with indoor air cleaning.
- 150th Anniversary:
 - Next year is the 150th anniversary of Nesmith (2021).
 - A committee is working on ideas for how to commemorate that.
 - It was chartered in January, which may be an opportunity for a small kickoff (a display?)
 - This will roll into the summer reading program. The library opened in June of that year.
- Remote access policy:
 - S. Brikiatis is working on suggestions for a policy.
 - Researching policies from NIH and GMILCS and industries that may have something similar.
 - The town does not currently have a policy either.

- This would cover people working from home, how much they are able to work from home and rules for access.
- Statement of race equality:
 - S. Brikiatis has been researching a way to issue a statement for racial equality.
 - M. Stith found an online statement from Urban Library Council that other libraries have referenced.
 - S. Brikiatis will send out copies of what she finds to see if we would like to use.
 - We have been posting on social media etc. (like lists of books to learn more) in response to this situation but looking to do something a little more formal.
 - M. Stith - are other libraries discussing this?
 - S. Brikiatis said that the weekly directors calls with the state have had this conversation.
 - NHLA put out a statement today, two paragraphs. It is very targeted and specific to this situation.
 - We are working, and have been, to offer diversity in our lending materials and programs and the voices we hear.
- Privacy policy:
 - M. Stith asked if we have a privacy policy to ensure that we are covered for kids accessing information on line without knowledge of parents.
 - S. Brikiatis explained that we have signature forms for parents.
- Covid narratives
 - The library has collected several and hoping to get more.
 - There are very few narrative reports from the Town Annual Reports during the 1918 flu pandemic.

Treasurer's Report:

- 41.67% year has passed and we have spent 37.06% of appropriation.
- Library remains in compliance with RSA 32:7.
- We may spend more of this year's appropriation as the year progresses.
- Since town revenues are down, we may be asked to pare back for this year.
- We should see reimbursements from FEMA for some of the money we have spent on supplies, software and equipment. We may get half of that back.
- We are spending more on digital this year but not as much on books. That will change.
 - M. Stith- thank you for purchasing the books from Mr. Blair, a new WSD assistant principal.

Old Business

Personnel Committee:

- Minutes read by T. Picciano (attached)
 - Recommendation made by Personnel Committee that the board adopts changes made in accordance with town policy.

Motion made by A. Chang to accept the recommendations from the personnel subcommittee to adopt the proposed language. C. Robertson Souter second. Vote taken: 6-0. Roll call for those not present: A Chang (yes) and C. Robertson Souter (yes)

Discussions:

- Voting on slate of offices for trustees will be postponed
- ***Action item:*** Thank you project for staff - send a card or note to staff thanking them for their hard work from each trustee.

Announcements:

- The next trustee meeting is July 14, 2020 at 6 p.m.
- There will be two virtual trustee orientation meetings hosted by NHLTA June 13 and 16.

Meeting adjourned 7:33 p.m.

Respectfully submitted,

Catherine Robertson Souter
Final minutes approved July 14, 2020