



Nesmith Library Board of Trustees

**Tuesday July 14, 2020
FINAL Meeting Minutes**



Present via GoToMeeting:

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

Director: Sylvie Brikiatis*

*present at the library during the meeting

Absent:, Tara Picciano (Corresponding Secretary)

Call to Order: The meeting was called to order at 6:04 pm

Mission statement: read by M. Stith

Approve June Minutes:

Motion made by K. Moltenbrey to approve meeting minutes for June. Second by A. Chang. Roll call vote taken: Karen Moltenbrey (yes), Mark Branoff* (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), J'aime Slocum (yes) Michelle Stith* (yes)
Approved 6-0

Gifts:

- \$1,000 donation received from Derry Medical Charitable Foundation. The plan will be to use the money to extend offerings for digital services. S. Brikiatis will send a formal thank you notification.

Motion made by M. Branoff to accept \$1,000 donation from Derry Medical Charitable Foundatio. Second by K. Moltenbrey. Roll call vote taken: Karen Moltenbrey (yes), Mark Branoff* (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), J'aime Slocum (yes) Michelle Stith* (yes)
Approved 6-0

Correspondence:

- There was no correspondence

Reports:

FLOW report:

- There was no FLOW report

Directors report:

- Circulation for June is 66% of last year's circulation. This is higher than most other libraries which are between 30 and 40% of last year if they are doing curbside. This can be partly credited to the "mystery bags" being done for children and adults which have been a hit.
- Programming in June was low because of prep work being done for summer programming. Higher numbers will be seen in July.
- Property maintenance: the town has contracted with a dedicated custodial service. They come through the library 2-3 times per day. We went over the building with the supervisor to make sure what is cleaned during those times. They have been doing a great job. They are masked, check bathrooms, clean high touch areas.
- Technology: we had elected not to purchase GoToMy PC because it was too expensive. We have found another option, Remote PC, being used by other libraries and we are using it on a trial basis this week. It is not as slick but it gives more users and it is a lot less expensive and works well and will be purchased.
- The new virus software (Microtrend) is being installed on all computers by Nancy Vigezzi. About half are done and the project should be completed by the end of July
- Personnel: GMILCS board asked S. Brikiatis to serve on their executive board starting this month.
- Update on last week's event with shutdown due to Covid-19: a staff member had one family member who tested positive (although this person has not shown any symptoms so far). Library was closed to do a deep clean. No one has symptoms in the library and all have been tested. They were advised to return to work. Some staff have opted to work from home.
- Hoopla: we had temporarily increased the circulation to 8 but we would like to step it down because we will run out of money by the end of summer.
 - We have 190 people who use it regularly. Of those, 23 have used all 8, and another 10 have used more than seven.
 - We will still run out before end of year but not as quickly if we lower it to 6 and then to 4 in September. We should avoid going over the current Hoopla financial allotment since we will need to lower our budget for next year.

Motion made: by K. Moltenbrey to lower Hoopla lending to 6 in August and then 4 in September. Second by A. Chang. Roll call vote taken: Karen Moltenbrey (yes), Mark Branoff* (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), J'aime Slocum (yes), Michelle Stith* (yes)

Approved 6-0
- Discussion held re how to announce this to patrons.
- GMILCS bans on loaning and borrowing from other libraries were lifted this week. We had +600 requests in the first weekend, due in part to books being placed on hold over the past several months.
 - A. Chang asked if staff is comfortable with handling books from other libraries. S. Brikiatis said that we are still quarantining books coming in for 72 hours but not for those going out. There is more concern about frequently touched surfaces in the library.
- The next phase of the opening plan will be to allow people to come in one hour/day to use public access computers.

- Manning the front door may be an issue. Currently, people can call in when they arrive to pick up books but those who come in to use the public computer often don't have phones either. One suggestion would be to use a small robot similar to another local library's. The cost is approximately \$2,000 which may be reimbursable through the CARES Act. This robot would also be useful for other programs. If we can get confirmation for this, we could put it to good use.
 - Discussion held re: using a doorbell type monitor (i.e. Ring) as this may not be the best time to move forward even with the cost partly covered but it may be something to look at for future virtual programming in the future.
- Telecommuting policy: this would be a policy for a temporary situation (emergencies etc.) as it is not viable for someone to remain as virtual employee for the long term.
 - Discussion held re proposed policy:
 - M. Stith - should we include language that requires updated checks on personal computer security? M. Brikiatis said that, yes, this can be included.
 - Also, do we have currently ask people to document their time and tasks on daily basis? S. Brikiatis said that we do only when working from home. There will be expectations of what would be accomplished while working from home.
 - A. Chang commended the director for her strong business continuity planning. S. Brikiatis said it should be formalized since this situation will most likely last through the year.
 - M. Branoff suggested we wait to vote on it for next meeting so that it can be more thoroughly read and cross-checked with the town policies, etc.

Treasurer's Report:

- 50% of the year has passed and we have spent 46.82% of appropriation.
- The library remains in compliance with RSA 32:7.
- M. Branoff asked about cleaning and PPE supplies. S. Brikiatis said that the costs (about \$3,100) have been submitted to CARES Act. This money will be put back into computer supply and office supply lines. We expect at least 75-100% to be refunded.
- The town is paying for the deep cleaning through their custodial budget. They will also submit this cost to CARES Act.
- A. Chang asked about the suggestion that the budget may be lower next year. S. Brikiatis said that town revenue is less this year, so we are assuming that the town budgets will be lower. We may want to also cut back. We should see something by August 1. We assume town will be at least level funded if not reduced.
- C. Robertson Souter asked about ways to make sure cuts are not permanent. S. Brikiatis said we have an open staff position for the children's room which can be left unfilled since we have restricted access to the children's room. Also we are not open on Sunday right now. This could be another area to cut back if we need to but that can be added back in later.

Old Business

Town guidelines for staff going back to work after COVID positive test (attached):

- The guidelines have an algorithm to ascertain risk levels for the workplace. The town has this policy in place. It includes guidance from DHHS and CDC.

- We have been following similar guidelines but making alterations that suit our building and the way we interact with patrons.
- M Stith: we should give everyone an opportunity to look it over in order to discuss at the next meeting. In the meantime, we will follow guidelines provided by town.

Announcements:

- A. Chang: Thank you for the anti-racist statement that was posted by the library. It was appreciated by members of the community.
- The next trustee meeting is August 18, 2020, 6 p.m.

Meeting adjourned at 7:31 p.m.

Respectfully submitted,

Catherine Robertson Souter
Meeting minutes approved August 18, 2020