

# **Trustees of The Mary E. Bartlett Memorial Library**

22 Dalton Road Brentwood, New Hampshire 03833-6000

Tracy Waldron (Chair), James Clark (Treasurer), Lynn Austin (Secretary), Liz McConnell, Greg Coppola

Tom Walker, Alternate

## **FINAL Meeting Minutes**

**Monday, August 17<sup>th</sup>, 2020**

**Trustees Attending:** Tracy Waldron (Chair), Jim Clark, Liz McConnell and Greg Coppola

**Absent:** Lynn Austin (Trustee), Tom Walker (Alternate Trustee) and Bob Mantegari (BOS liaison)

**From the Library:** Janice Weir, Library Director

**NOTE:** The trustee meeting was held inside the library. Social distancing was practiced, and everyone wore masks. The public was invited to attend via the meeting link provided for Jitsi.org, a free open-source video conferencing platform for web & mobile.

Tracy called the meeting to order at 6:07PM.

### **APPROVAL OF MINUTES:**

On a motion by Tracy and a second from Jim the meeting minutes for July were accepted with the following change: 1. Change the quarantine time for paperback/hardcover books to 72 hours.

### **DIRECTOR'S REPORT:**

- Janice noted we lost one follower on Facebook. Tracy commented that it may be due to people feeling overwhelmed with the information that has been broadcasted over the library's social media.
- Janice then mentioned that curbside has continued to be busy on Monday's, but relatively slow all other days. Janice asked Tracy how curbside was going at her library and she indicated that it remains busy at East Kingston. It was then discussed that a new form for requesting curbside service was available on the library website, which has resulted in 11 requests thus far.

- It was then discussed that the staff are using a tool called Wowbury to help promote new books/materials. Janice and the staff have also put flyers around the town promoting the library and its new materials.
- It was also mentioned that the staff came up with a “Golden Ticket” idea to hopefully increase circulation
- Janice also mentioned she had reached out to the knitters and Bookers to see if they would have any interest in meeting outside, which was turned down by the group.

**TREASURER’S REPORT:**

The trustees each signed the July check register which was available for review on a central table.

**BOARD BUSINESS:**

Trustee Email Accounts:

- Janice mentioned that the use of a gmail domain account for trustee email communication will need to be put on hold as the Friends of the Mary E. Bartlett Library already use gmail.
- Tracy then indicated can look into getting their own gmail or email accounts to help reduce the cost of getting accounts setup via the library.
- Janice then mentioned she would like to get new emails for staff to help improve communication
- Jim then circled back to the Trustee email topic and asked why the board would need new accounts. Tracy then indicated that it would help with the ‘Right to Know’ Laws and the event information from the board needed to be made public.

2020 COVID-19 Phased Library Services Plan for Mary E. Bartlett Memorial Library:

Lengthy discussion ensued in regard to reopening the library, which based on the return to services plan would include appointments for looking at the stacks/checking out materials, as well as allow patrons to use computers.

- Janice started the conversation by referencing a recent poll that was conducted as part of a NH Library Director’s call that outlined NH libraries plans for reopening over the next few weeks. The results from that poll were as follows:
  1. My library, RIGHT NOW, is allowing the public into the building:
 

A. Not at all	34/81 ( 42%)
B. By appointment	12/81 ( 15%)
C. Controlled/counted limited occupancy	23/81 ( 28%)
D. No limits for occupancy	0/81 ( 0%)
No Answer	12/81 ( 15%)
  2. After Labor Day, if the COVID situation stays stable or improves, my library plans to open the building to the public:
 

A. Not at all	3/81 ( 4%)
B. By appointment	20/81 ( 25%)
C. Controlled/counted limited occupancy	35/81 ( 43%)
D. No limits for occupancy	1/81 ( 1%)
No Answer	22/81 ( 27%)

- Based on this information Janice indicated that once the plexi-glass is put in place that the library can start scheduling in-person appointments, which would start after September 1<sup>st</sup> and would be up to 6 people at a time.
- Tracy then asked if the library could open as soon as the plexi-glass came in and Janice said we could tentatively plan for in-person appointments as of next Monday (08/24) tentative on the plexi-glass getting installed.
- Tracy also commented on the number of patrons that would be in the library and advised that at her library in East Kingston that they only have one person at a time and advised reconsidering the number of patrons that we allow in the library. This comment was also supported by Greg who agreed that having 6 patrons may be a lot at once.
- Janice then indicated the floor markers and signs that are up in the library to help control the flow of patrons.
- Janice then mentioned she had reached out to Doug (Lawyer and former Trustee of the Mary E. Bartlett Library) with questions about bathroom use, touching kids books and ADA compliance for people with disabilities who may want to use computers. It was noted that we can make patrons ask to use the bathroom and can control the Children's section of the library by grabbing books for kids (as opposed to having them in the Children's stacks). It was also called out that if a disabled patron wants to use the computers that we will provide a laptop to that individual for 30 minutes to ensure ADA compliance.
- It was then discussed that patrons will be able to make appointments to use the computers for 30 minutes. Greg then asked Janice if made sense to cap the number of times that a patron can use the computers during the week to prevent individuals from hogging the use of the computers from other patrons. Tracy then advised that Janice can make a call as to how many times a particular patron uses the computers.
- The conversation then pivoted back to a discussion on the number of patrons and the frequency of the in-person appointments during the week. It was agreed that no more than 6 people per visit (based on Janice's discretion) and that we would have in-person appointments from Monday through Friday (and potentially Saturday based on scheduling as Janice would need to be at the library 6-days a week). These in-person appointments would be for 30 minutes and then another 30 minutes would be used for disinfecting prior to next appointment.

#### COVID-19 ILLNESS POLICY UPDATE:

Updates to the COVID-19 Illness policy were discussed and will be updated to include the following:

- Additional symptoms added to the illness policy include 1. severe fatigue and 2. gastrointestinal pain
- Traveling outside of New England requires a 14-day quarantine

### COVID-19 Pandemic Plan and WFH Policy:

- It was discussed that a policy will need to be created for how the library handles a COVID incident and Janice provided a COVID-19 Pandemic Plan from the Town of Brentwood, as well as one from the Plaistow, NH library.
- Tracy advised it would be best if we all reviewed the documents and regroup at the next trustee meeting in September to come up with a formal COVID-19 Pandemic Plan
- Tracy had mentioned that Lynn reached out to Tracy prior to the meeting asking her to bring up the need to create a Work from Home (WFH) Policy and that she would be willing to create this policy.
- Janice indicated while the library does not have a WFH policy there is plenty of work that can be done remotely.

### Other Board Related Items that were Discussed:

- After discussing the COVID-19 Pandemic Plan and WFH Policy the conversation turned to a brief discussion on expectations for hosting small groups of students during the school year. Janice said she was not comfortable with the idea of having a group of students in the library but would be open to hosting Zoom meetings for children/patrons. Greg agreed with Janice that it's not a good idea to have a group of 6 or more people and that it would inconsistent with the in-person appointment approach that the library is pursuing.
- Janice then mentioned that HOOPLA will now be paid monthly moving forward.
- Vacation Tracker for Janice and Heather was briefly discussed, and Tracy noted she will sign-off on the document.
- The discussion then circled back to re-opening the library and it was agreed if the plexi-glass is installed we will target in-person appointments starting next Monday (08/24).
- Tracy then asked everyone when we should next meet as there was some interest in moving the meetings to the first Monday of the month. Since we had already met for August we decided another meeting won't be required until the 3<sup>rd</sup> Monday of September unless Janice would like to meet sooner (NOTE: Janice will reach out to trustees if meeting earlier in September is necessary). Starting in October the board may move the regularly scheduled Trustee meetings to the first Monday of the month.
- Tracy then adjourned the meeting at 7:34 PM.

Respectfully Submitted, Greg Coppola