

Minutes of the Abbott Library Trustees' Meeting
Abbott Library, Sunapee, NH
May 20, 2021

In attendance via ZOOM were Trustees: Carol Brudnicki, Chair, Susi Churchill, Treasurer, Betsy Bowen, Jim Harrison, Nancy Berger, and Suzanne Tether, Secretary. Alternate Michael Parker filled in for Vice Chair Jane Frawley who was absent..

Library Director attending Via ZOOM: Mindy Atwood with David Flater in the house

Others attending via ZOOM: Caitlin Clapp, Friends of Abbott Library representative and Julie Loosigian, Community Garden proponent

Chair's Remarks

The meeting was called to order by Carol Brudnicki at 6:32 pm, Thursday, May 20, 2021.

Carol began the meeting by reading "A Checklist To Ensure Meetings Are Compliant With Right-To-Know Law During The State of Emergency", confirming that the Trustees are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means,
- b) Providing public notice of the necessary information for accessing the meeting,
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access,
- d) Adjourning the meeting if the public is unable to access the meeting.

It was also noted that all votes taken during this meeting shall be done by roll call vote.

II. Approval of Minutes

Susi made a motion to approve the March 11 minutes of the Strategic Planning presentation by ESC. Nancy seconded the motion. The minutes were approved by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes. Betsy was not present for the March 11 meeting and abstained from voting.

Betsy moved to approve the April 22 minutes as amended. Jim seconded the motion. The minutes were approved unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

III. Proposal for Community Garden on Library property

Sunapee resident Julie Loosigian is an experienced and enthusiastic gardener who proposes that a Community Garden be established at the far end of the upper parking lot. While she has investigated several issues regarding logistics, many questions about specific details remain to be addressed. Board members agreed to ask Julie to return in the coming months with a more definite plan for Board approval.

IV. Treasurer's Report

A. Review of Financials

Susi reported that the bank accounts have all been reconciled. The town funding is current.

Carol moved to transfer the amount of \$225.22 from the Abbott Library Trust and Fines account at the Bar Harbor Bank and Trust to the library's Donations Account at the Sugar River Bank. These funds are the interest accrued from the recently matured

Certificate of Deposit in the amount of \$125,016 (Martha Abbott Trust). Betsy seconded the motion which passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

Review/Approve Bill Manifest

Susi moved to approve the April Manifest of Bills, seconded by Betsy. The motion passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

V. Director's report – Mindy Atwood

Mindy requested that her Director's Report be included in the meeting minutes each month. She then highlighted her written report:

Mindy continues to pursue reimbursement from the town.

A new Youth Services Librarian will begin on June 8. The newly hired candidate is currently pursuing a Master in Library Arts with a focus on Youth Librarianship.

VI. Policies and Covid-19 update

The Town of Sunapee has updated Town policy on working remotely due to the Covid 19 virus. All employees are now working in person.

Mindy reports her staff questionnaire regarding Covid-19 safety measures has revealed varying comfort levels. This issue will be a standing monthly Trustee's meeting agenda item.

For the time being masks will be required inside the Abbott Library. The goal is to open the library for normal hours six days per week.

Discussion of the upper parking lot tent, sponsored by the Friends of the Library, centered on tent size, capacity and Covid-19 safety measures.

During the Covid-19 era, activities and safety measures will be organized at the discretion of the program director.

Indoor event guidelines will be addressed at a future date.

Carol made a motion, seconded by Jim that the Director will continue to edit the Covid-19 policies in agreement with tonight's discussion. Current policies will remain in effect until the Board is able to officially approve these edits.

The motion passed unanimously by roll call vote. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The Policy By Laws discussion is postponed to the next meeting.

VII. Alternate Trustee Applications

After consideration of the applications it was decided to recommend to the Board of Selectmen that Beverly Bjorkland be appointed alternate Trustee.

Betsy made the motion, seconded by Nancy. The roll call vote passed unanimously. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

VIII. Chair's Report

Carol spoke about the recent New Hampshire Library Trustees attended by Nancy Berger, Jim Harrison, Suzanne Tether and herself. The virtual event took place on May 12 and 13 and featured many workshops. Among the presenters was Sunapee's own Assistant Director Justin Levesque.

By unanimous roll call vote the Trustees determined to submit nomination of the Friends of the Abbott Library as the New Hampshire Library Trustees Association Friends of the Year. The motion was made by Betsy and seconded by Susi. Carol Brudnicki – yes; Michael Parker – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

Caitlin Clapp proposed that Mindy Atwood be nominated for the New Hampshire Library Trustees Association Librarian of the Year award.

A brief discussion ensued on whether it is appropriate to submit two nominations to the NHLTA awards Committee from the same Library. Both nominations require unanimous approval of the Board for submission. Carol will investigate and determine the correct process.

IX. Reports from the Abbott Library Foundation

Michael Parker will serve as a Board of Trustees representative to the Foundation Board.

The Foundation will meet on June 2, 2021 under the tent.

X. Friends of the Abbott Library

A To Go Kit will keep the traditional Pancake Breakfast alive. Details will be released.

On June 19 the Abbott Library Friends and Foundation will be represented at the local non-profit table for the new Sunapee Farmers' Market.

XI. Strategic Planning Progress Report/ESC

A new binder is being created for the Trustees.

Volunteers will be contacted although no emails will be shared. Telephone numbers are available publicly.

There has been no action on the Multipurpose Space.

XII. Book Sale

No book sale will take place this year.

On July 10 books can be dropped off at the tent. Then on July 11. John Walsh will pick up the books for disposal at his discretion.

XIII. Old Business/Other business

Jane and Carol met with Mindy and Lynne Wiggin. Mindy would like to invite Lynne to a Board meeting to discuss a more formal documentation of the issue surrounding a recent Non-public session of the Board.

XIV. Public Comment

There was no public comment.

XV. Next meeting – Adjournment

The next meeting will take place on Thursday, June 17 at 6:30, under the tent.

Betsy made a motion to adjourn the meeting, seconded by Susi. The motion passed by unanimous roll call vote. Carol Brudnicki – yes; Michael Parker– yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The meeting was adjourned at 9:07 pm.

Respectfully submitted,
Suzanne Tether
Secretary
May 20, 2021

Calendar:

June 17, 2021	Thursday, Trustee Meeting 6:30 pm
July	no meeting
August 19, 2021	Thursday, Trustee Meeting 6:30 pm
September 16, 2021	Thursday, Trustee Meeting 6:30 pm

Suzanne made a motion to resume public session, seconded by Susi. The motion was approved unanimously by roll call vote.

Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes. The Trustees returned to Public session at 7:15 pm.

XII. Adjournment

Betsy's motion to adjourn the meeting was seconded by Jim.

The motion passed unanimously by roll vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Betsy Bowen – yes; Jim Harrison – yes; Nancy Berger – yes; Suzanne Tether – yes.

The meeting was adjourned at 7:17 pm.

Respectfully submitted,
Suzanne Tether,
Secretary
April 22, 2021

Calendar
June 17, 2021

July

August 19, 2021

September 16, 2021

Thursday, Trustee Meeting, 6:30 pm
no meeting

Thursday, Trustee Meeting, 6:30 pm

Thursday, Trustee Meeting, 6:30 pm

Abbott Library

From: Carol Brudnicki <Carol@Brudnicki.com>
Sent: Monday, May 17, 2021 10:37 AM
To: Abbott Library Director; Betsy Bowan; BoardArchive; Jane Frawley; Jim Harrison; Jon Reed; Michael Parker; Nancy Berger; Susi Churchill; Suzanne Tether
Subject: Thursday May 20th meeting
Attachments: 2021.5.20 Agenda.docx; Abbott Library Board of Trustees Handbook.docx; Mindys follow up letter.docx; Management training (4.86 KB); Bjorklund pg 1.jpg; Bjorklund pg 2.jpg; Bjorklund pg 3.jpg; Bjorklund pg 4.jpg; Hanson pg 1.jpg; Hanson pg 2.jpg

Chairs Report:

I have attached quite a few items. Please review them so you are prepared for Thursdays 6:30 Zoom meeting.

At the start of the meeting Julie Loosigian will be making a short presentation about the possibility of using library property for community gardens.

Jane & I met with Mindy and Lynne Wiggins on April 28. See email from Mindy and book/webinar list as a follow up on that meeting.

We have received volunteer Interest forms from Beverly Bjorklund and Douglas Hanson for the vacant alternate position. We will be making a recommendation to the Selectmen to fill the Alternate position.

Strategic Planning #2: Peg, Mindy and I have continued to work on creating a Trustee Notebook. Please look at the attached index and let us know if there is any other documents you think we should consider including.

The NHLTA virtual conference was held on May 12 & 13. If you signed up you will be able to view the workshops for the next 6 months.

The link for the meeting is:

<https://us02web.zoom.us/j/86950792494?pwd=am9FdGFLTXJxMHNFcnpzSEFCT3pNUT09>

Carol

Items attached:

Agenda
Mindy's email
Book & webinar
Index for Trustees Notebook
Beverly Bjorklund alternate application
Douglas Hanson alternate application

Director's Report
May 20, 2021

Public Relations and Advocacy

- Attended Friends of the Library meeting on May 4.
- Continue to participate in bi-weekly Emergency Operations Center
- Continue to participate in monthly New Hampshire State Library Director's Calls

Legal Management

- Current guidance from the New Hampshire Municipal Association is that public boards cannot make decisions around staffing or service on vaccination status. For example, a policy stating that vaccinated patrons may attend in-person events but unvaccinated people may not would not be a recommended policy due to concerns about discrimination as it relates to the Americans with Disabilities Act. Further, NHMA currently cautions public boards about discussion of vaccination status of clients/patrons and/or staff members.

Financial Management

- On Tuesday, May 11 I sent Lynne an email that included back-up documentation for COVID19-related expenses that were not reimbursed by the Town of Sunapee. This documentation included both the scanned invoices and the original emails that I sent to Lynne with the scanned invoices attached. Susi reviewed the email before I sent it. The outstanding reimbursements total \$5056.52. I also discovered that we were over reimbursed for one invoice and shared that information with Lynne as well. There has been no response to-date.
- In my GOFERR audit I also discovered a couple of invoices that were coded as GOFERR reimbursable but were NOT submitted. I have recoded those and apologize for the error. Those recodes totaled less than \$700.
- I submitted all requested "test invoices" to the Town of Sunapee's auditors.

Buildings and Grounds Management

- As follow up to the last meeting, Craig confirmed that there is a surge protector on our electrical panel.
- First electric bill with LED bulbs in shows a savings of almost \$200 between March and April 2021.

Strategic Planning

- Met with Carol and Peg about Goal 2 of the Strategic Plan.

Staff Management

- After conducting Zoom interviews with three candidates and in-person interviews with two candidates, Neolani Conroy has accepted the position of Youth Services Librarian. Her first day will be June 8, 2021. She will work Tuesday-Friday and alternating Saturdays.
- Our high school intern, Alexa Jenkins, will continue to work for the library through the summer months.

Program Management

- Though Joni did a lot of helpful preliminary work to plan the Summer Reading Program, I have been taking on some additional tasks around Summer Reading given Neolani's start date.
- The Friends have made a supporting donation to the elementary school's summer book bags program and we hope to also include a tentative schedule of events for the students to take home.
- Museums Passes to the Vermont Institute of Natural Science (VINS) and the Currier Museum are once again available for patrons to checkout. Thank you to the Friends for sponsoring these museum passes!

State of Libraries in the Time of COVID-19

- On May 3, Donna shared with all department heads the text below. She and I spoke and she asked if we still have library staff working remotely. I told her that one staff member is working some regularly scheduled hours remotely. Donna shared with me that from the beginning of the pandemic, the Board of Selectmen have directed and empowered her, as town manager, to follow the lead of the Governor of New Hampshire. As such, as of May 10, no town employees are now working remotely. She said that she would like to be able to state at the next Selectmen's meeting that no town employees are working any of their scheduled hours remotely.
- Carol and I met with the staff person who was still working remotely for some hours and that individual will return to working all hours in-library.

CONCORD, N.H. (AP) — State government employees who have been working from home during the coronavirus pandemic will be back in their offices by May 10, Gov. Chris Sununu said Thursday.

"All agencies are getting the same message, we're not picking or choosing certain agencies or divisions or departments," he said. "We expect to be fully operational and in person, with buildings open to the public, with public access for the business transactions that have to happen one-on-one."

While Sununu lifted the statewide mask mandate earlier this month, state offices remain subject to any municipal ordinances in their particular location, according to his office. The ordinance in Concord, however, where many state offices are located, only applies to retail businesses.

Individual workers can wear masks if they prefer, Sununu said.

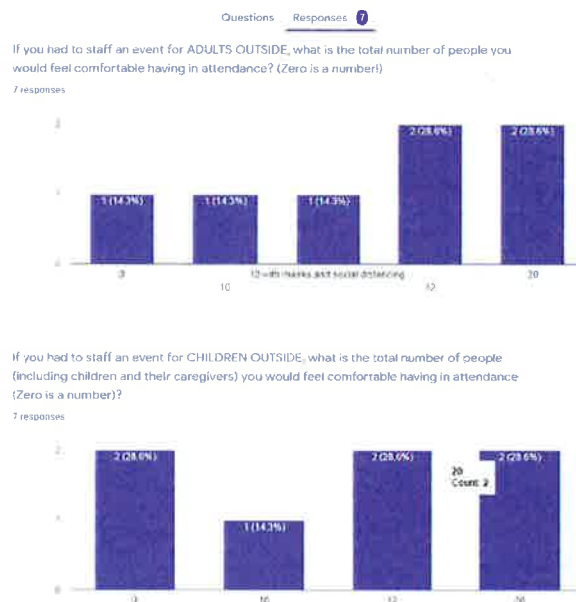
"Obviously we always want them to feel safe, it's always an option for them to have," he said.

The Friends have indicated a willingness to pay for a larger tent this season. Last year's tent had a capacity of 21 with maintaining social distancing of six feet. The possibility exists to get a larger tent that would allow for 42 to be in attendance while accommodating social distancing of six feet.

Last week, I sent the staff an anonymous survey asking about their comfort level around staffing in person events. The results are below. I have also attached the Meeting Room Use policy that was adopted by the Board last year.

For your discussion: Does the Board want to begin to hold in-person events? The last vote of the Board put the library in Phase 3 of our services which does say in-person events "may" occur so a change in phases of service is not required.

May 2021 Staff Survey



For your discussion: I have attached a copy of the Governor's Universal Best Practices as well as a copy of the most recent Abbott Library COVID-19 policy. I have highlighted some areas in the policy that could be updated to reflect what is outlined in the Universal Best Practices. Or, the board can continue to set a policy that keeps the practices currently in place and the policy would have to be edited for references that relate to following the Governor's and/or CDC's guidance.

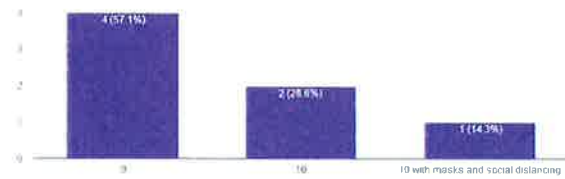
For your discussion: Given the CDC guidance that was released on May 16, 2021 (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>), does the Board want to change any of the COVID-19 policy around the following:

- 1) Mask requirement
- 2) Meeting room use
- 3) Increased open hours

Questions Responses 7

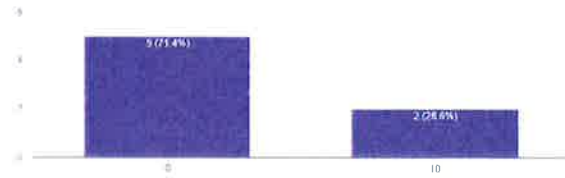
If you had to staff an event for ADULTS INSIDE, what is the total number of people you would feel comfortable having in attendance (Zero is a number)?

7 responses



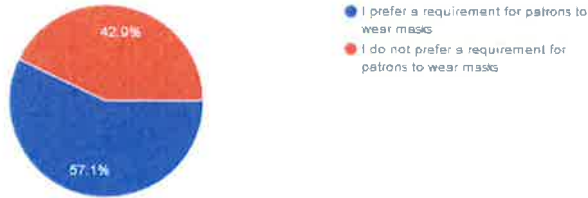
If you had to staff an event for CHILDREN INSIDE, what is the total number of people (including children and their caregivers) you would feel comfortable having in attendance (Zero is a number)?

7 responses



Would you prefer the library's policy require library patrons to wear masks or not require patrons to wear masks?

7 responses



Are you comfortable with the library moving to Phase 4 of its Phases of Service which would allow for meeting rooms to be used for groups of up to 12?

7 responses



Do you have any COVID19-related concerns about the library returning to being open Mondays-Saturdays?

6 responses

No, as long as we have enough staff

no

no, as long as the furniture is not out or the children's table & toys

Groups only if they wear masks.

Questions

Responses

7

71.4%

Do you have any COVID19-related concerns about the library returning to being open Mondays-Saturdays?

6 responses

No, as long as we have enough staff.

no

no, as long as the furniture is not out or the children's table & toys

Groups only if they wear masks.

No

No.

Additional comments or questions?

5 responses

Do books still need to be quarantined?

I am comfortable with patrons deciding on their own how to interpret state and local and CDC guidelines concerning masking.

Tentative yes to indoor meeting space, so long as masks are worn and distancing is practiced (since we aren't in/shouldn't get into the thorny business of checking on vaccination status)... Phase 4 still states no furniture on the floor, though, so what to do with the stuff in the conference room? And if we make the activities room available, does that mean returning to having patrons enter through the front?

I am concerned non vaccinated people will pass themselves off as being vaccinated.

I am concerned about patrons reactions if we continue to require masks in the library. I don't want to deal with angry patrons who think they don't have to wear a mask anymore.