

Minutes of the Abbott Library Trustees Meeting
Thursday, January 20, 2022 6:30 pm
Abbott Library, Sunapee, NH

Approved as amended

Attendees: Carol Brudnicki, Chair; Susi Churchill, Treasurer; Betsy Bowen, Nancy Berger, Bev Bjorklund, and Suzanne Tether, Secretary.
Library Director – Mindy Atwood.
Arlene Adams, Representative of the Abbott Library Foundation

I. Chair's Remarks

At 6:35 pm Chair Carol Brudnicki called the meeting to order.

II. Approval of Minutes

Nancy moved the minutes of the January 3, 2022 extraordinary meeting be approved as amended. Susi seconded the motion which passed unanimously.

Susi moved that the December 16, 2021 minutes be approved as amended. Betsy seconded the motion which passed unanimously.

III. Treasurer's Report

Susi reported that town retirement and benefits payments for staff do not reconcile with the library's numbers. An explanation from the Town has been requested. Mindy discussed this issue in her Director's Report comments.

Because a few 2021 bills are still outstanding the current reports are termed December end of month not Year End reports.

Betsy moved that the December Manifest of Bills be approved. Bev seconded the motion, which was unanimously approved.

IV. Director's Report

Mindy will take part in a conference call with U.S. Representative Annie Kuster in reference to the Covid-19 related ARPA grants. Other librarians from municipalities like Nashua, Concord, Pelham, and Hanover will also participate in the call.

Town of Sunapee's policy regarding Covid-19, based on The New Hampshire Department of Health and Human Services Division of Public Health Services Bureau of Infectious Diseases. The motion passed unanimously.

VI. Strategic Planning Progress Report/ESC

1a. Communication with the Community

Bev and Mindy discussed current offerings and trends and accepted suggestions of possible avenues for engaging non-card holders within the community.

1b. Communication with Partners

2. Role and Responsibilities of Trustees

3. Learning Opportunities

4. Volunteerism

5. Multi-purpose space

VII. Abbott Library Friends Report

The Friends will meet next week for a brainstorming session. At a February meeting new funding requests for 2022 will be presented.

VIII. Abbott Library Foundation Report

Foundation Chair Arlene Adams reported a positive response to the Foundation's December newsletter. Generous donations of more than \$32,000 were received, including a previously reported \$10,000 gift for the children's area. Arlene, on behalf of herself and Foundation officers Tim and Diane, is grateful for the strong community support.

IX. Chair's Report

Carol announced that as of Tuesday, January 18, Jane Frawley resigned her position as Trustee. Carol accepted Jane's resignation with deep regret. Jane has served with dedication and wisdom, and has been an active and supportive Trustee. This action makes possible a two year Trustee position eligible for the March Town Meeting ballot.

By roll call vote the Trustees voted to resume public session.

Carol Brudnicki – yes

Nancy Berger - yes

Betsy Bowen – yes

Susi Churchill– yes

Bev Bjorklund – yes

Suzanne Tether – yes

The public session resumed at 8:38

Betsy, seconded by Nancy, moved to seal the Non-public session minutes.

By roll call vote the motion passed unanimously.

Carol Brudnicki – yes

Nancy Berger - yes

Betsy Bowen – yes

Susi Churchill– yes

Bev Bjorklund – yes

Suzanne Tether - yes

XIII. Adjournment

Bev moved that the meeting be adjourned. Betsy seconded the motion which passed unanimously. The meeting ended at 8:40 pm.

Respectfully submitted,
Suzanne Tether, Secretary

Calendar

February 17, 2022

March 17, 2022

April 21, 2022

May 19, 2022

Thursday – Trustee Meeting 6:30 pm

Thursday – Trustee Meeting 6:30 pm

Thursday – Trustee Meeting 6:30 pm

Thursday – Trustee Meeting 6:30 pm

Abbott Library Manifest of Bills

Accrual Basis

All Bills Entered December 2021

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
Allan's Vending Service LLC						
Bill	12/29/2021 11:01:50	12/16/2021	610-C · Program Supplies	Paid	57.69	
Total Allan's Vending Service LLC					57.69	0.00
Amazon						
Bill	12/01/2021 11:00:33	12/01/2021	610 · General Supplies	Paid	43.90	
Bill	12/01/2021 11:00:33	12/01/2021	610-A · Machine Supplies	Paid	162.35	
Bill	12/01/2021 11:00:33	12/01/2021	802-C · Non-Print	Paid	1,272.60	
Bill	12/01/2021 11:00:33	12/01/2021	802-A · Books	Paid	14.49	
Bill	12/01/2021 11:00:33	12/01/2021	610-C · Program Supplies	Paid	75.10	
Bill	12/01/2021 11:00:33	12/01/2021	630 · Office Equipment	Paid	54.90	
Bill	12/29/2021 12:28:47	12/16/2021	802-A · Books	Paid	399.20	
Bill	12/29/2021 12:28:47	12/16/2021	802-C · Non-Print	Paid	1,302.20	
Bill	12/29/2021 12:28:47	12/16/2021	610 · General Supplies	Paid	588.71	
Bill	12/29/2021 12:28:47	12/16/2021	610-A · Machine Supplies	Paid	216.46	
Bill	12/29/2021 12:28:47	12/16/2021	610-C · Program Supplies	Paid	1,087.43	
Bill	12/29/2021 12:28:47	12/16/2021	630 · Office Equipment	Paid	219.98	
Bill	12/29/2021 12:28:47	12/16/2021	640 · Custodial Supplies	Paid	58.77	
Total Amazon					5,496.09	0.00
BookSite						
Bill	12/09/2021 15:30:31	12/06/2021	802-F · Software	Paid	650.00	
Total BookSite					650.00	0.00
By Water Solutions						
Bill	12/09/2021 15:13:14	12/02/2021	802-F · Software	Paid	3,300.00	
Total By Water Solutions					3,300.00	0.00
Comcast						
Bill	12/22/2021 13:28:28	12/11/2021	341 · Telephone	Paid	19.95	
Bill	12/22/2021 13:28:28	12/11/2021	341B · Internet Access	Paid	113.19	
Total Comcast					133.14	0.00
Dead River Company						
Bill	12/22/2021 13:39:37	12/07/2021	411 · Heat	Paid	510.85	
Bill	12/29/2021 11:03:11	12/16/2021	411 · Heat	Paid	854.28	
Total Dead River Company					1,365.13	0.00
Eversource						
Bill	12/15/2021 10:45:03	12/08/2021	410 · Electricity	Paid	625.11	
Total Eversource					625.11	0.00
Hoopla						
Bill	12/29/2021 11:09:31	12/16/2021	802-H · E-Content	Paid	2,000.00	
Total Hoopla					2,000.00	0.00
Imperial Dade						
Bill	12/22/2021 13:40:52	12/22/2021	640 · Custodial Supplies	Paid	123.12	
Total Imperial Dade					123.12	0.00
Ingram						
Bill Pmt -Check	12/01/2021 11:10:20	12/01/2021	802-A · Books	Paid		0.31
Bill Pmt -Check	12/01/2021 11:10:20	12/01/2021	802-A · Books	Paid		0.26
Bill Pmt -Check	12/01/2021 11:10:20	12/01/2021	802-A · Books	Paid		0.49
Bill Pmt -Check	12/01/2021 11:10:20	12/01/2021	802-A · Books	Paid		1.73
Bill Pmt -Check	12/01/2021 11:10:20	12/01/2021	802-A · Books	Paid		0.17
Bill	12/09/2021 15:11:48	12/01/2021	802-C · Non-Print	Paid	22.49	
Bill	12/09/2021 15:12:16	12/02/2021	802-C · Non-Print	Paid	67.44	
Bill	12/15/2021 10:12:04	12/03/2021	802-A · Books	Paid	139.43	
Bill	12/15/2021 10:12:56	12/08/2021	802-A · Books	Paid	15.52	
Bill	12/15/2021 10:13:34	12/08/2021	802-A · Books	Paid	56.27	
Bill Pmt -Check	12/09/2021 15:40:00	12/09/2021	802-A · Books	Paid		0.22
Bill Pmt -Check	12/09/2021 15:40:00	12/09/2021	802-A · Books	Paid		0.67
Bill	12/15/2021 10:14:12	12/10/2021	802-A · Books	Paid	27.06	
Bill	12/15/2021 10:14:41	12/10/2021	802-A · Books	Paid	15.84	
Bill	12/15/2021 10:15:14	12/10/2021	802-A · Books	Paid	74.35	
Bill	12/22/2021 13:41:36	12/14/2021	802-A · Books	Paid	61.32	
Bill	12/22/2021 13:42:11	12/14/2021	802-A · Books	Paid	9.34	
Bill	12/22/2021 13:42:44	12/14/2021	802-A · Books	Paid	12.99	
Bill Pmt -Check	12/15/2021 11:01:23	12/15/2021	802-A · Books	Paid		0.16
Bill Pmt -Check	12/15/2021 11:01:23	12/15/2021	802-A · Books	Paid		0.56
Bill Pmt -Check	12/15/2021 11:01:23	12/15/2021	802-A · Books	Paid		0.27

**Abbott Library
Manifest of Bills**

Accrual Basis

All Bills Entered December 2021

Type	Entered/Last Modified	Date	Account	Paid	Debit	Credit
TOTAL					19,105.56	14.82

9:37 AM

01/19/22

Accrual Basis

Abbott Library
Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
B101 - Operating Account	20,960.34
B102 - Trust and Fines	17,055.88
Total Checking/Savings	38,016.22
Total Current Assets	38,016.22
Other Assets	
A301 - Library Gardner Fund	2,681.54
A302 - Library General Fund	9,293.57
Total Other Assets	11,975.11
TOTAL ASSETS	49,991.33
LIABILITIES & EQUITY	0.00

9:38 AM

01/19/22

Accrual Basis

Abbott Library
Trust & Fines Account - Profit & Loss
December 2021

	<u>Dec 21</u>
Ordinary Income/Expense	
Income	
46400 · Other Types of Income	
46481 · Non-Resident Fees	40.00
46487 · Printing/Copying Income	116.30
46488 · Fax	2.50
46489 · Overdue Conscience	198.23
	<u>357.03</u>
Total 46400 · Other Types of Income	357.03
Total Income	<u>357.03</u>
Net Ordinary Income	<u>357.03</u>
Net Income	<u><u>357.03</u></u>

9:21 AM

01/19/22

Accrual Basis

Abbott Library Donation Account

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
B201 · Cap. Campaign/Donation Account	23,728.42
Total Checking/Savings	23,728.42
Total Current Assets	23,728.42
Other Assets	
18600 · Other Assets	
18610 · Certificate of Deposit	
18611 · Accrued Interest from CD	292.49
18620 · Martha Abbott Trust	125,160.00
18630 · Mabel Davies' Funds	115,104.00
Total 18610 · Certificate of Deposit	240,556.49
Total 18600 · Other Assets	240,556.49
Total Other Assets	240,556.49
TOTAL ASSETS	264,284.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	100.00
Total Accounts Payable	100.00
Total Current Liabilities	100.00
Total Liabilities	100.00
Equity	
30000 · Opening Balance Equity	240,761.65
32000 · Temp. Restricted Cap. Campaign	20,219.04
Net Income	3,204.22
Total Equity	264,184.91
TOTAL LIABILITIES & EQUITY	264,284.91

9:22 AM

01/19/22

Accrual Basis

Abbott Library Donation Account
Statement of Financial Income and Expense
December 2021

	<u>Dec 21</u>
Ordinary Income/Expense	
Income	
43400 - Direct Public Support	
43450 - Individ, Business Contributions	<u>300.00</u>
Total 43400 - Direct Public Support	<u>300.00</u>
Total Income	<u>300.00</u>
Net Ordinary Income	<u>300.00</u>
Net Income	<u><u>300.00</u></u>

11:31 AM

01/19/22

Accrual Basis

Abbott Library Donation Account
Custom Transaction Detail Report
December 2021

	Type	Date	Name	Memo	Account	Amount	Balance
Dec 21							
	Deposit	12/15/2021		Deposit	B201 · Cap. Campaign/Donation Account	150.00	150.00
	Deposit	12/15/2021		Aubuchon donation	43450 · Individ, Business Contributions	-150.00	0.00
	Deposit	12/22/2021		Deposit	B201 · Cap. Campaign/Donation Account	150.00	150.00
	Deposit	12/22/2021		Anonymous donation	43450 · Individ, Business Contributions	-50.00	100.00
	Deposit	12/22/2021		M Oldman donation	43450 · Individ, Business Contributions	-100.00	0.00
	General Journal	12/22/2021		December accrued interest	18611 · Accrued Interest from CD	41.25	41.25
	General Journal	12/22/2021		December accrued interest	30000 · Opening Balance Equity	-41.25	0.00
Dec 21						0.00	0.00

Abbott Library Operating Account - Profit & Loss Budget vs. Actual January through December 2021

Ordinary Income/Expense	Jan - Dec 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Income							
46400 • Other Types of Income							
46429 • Interest Operating Acct	230.47	0.00	230.47	100.0%	0.00	230.47	100.0%
Total 46400 • Other Types of Income	230.47	0.00	230.47	100.0%	0.00	230.47	100.0%
47200 • Program Income	0.00						
1 • Town Funding Contributions							
100 • Town Funding	114,516.96	114,517.00	-0.04	100.0%	114,517.00	-0.04	100.0%
101 • Town Funding Payroll & Benefits	272,141.07	349,928.00	-77,786.93	77.77%	349,928.00	-77,786.93	77.77%
Total 1 • Town Funding Contributions	386,658.03	464,445.00	-77,786.97	83.25%	464,445.00	-77,786.97	83.25%
Total Income	386,888.50	464,445.00	-77,556.50	83.3%	464,445.00	-77,556.50	83.3%
Expense							
2 • Payroll and Benefit Expenses							
207 • Full Time Wages	127,828.04	159,587.00	-31,758.96	80.1%	159,587.00	-31,758.96	80.1%
208 • Part Time Wages	81,555.27	93,192.00	-11,636.73	87.51%	93,192.00	-11,636.73	87.51%
209 • Unused Sick Time	2,568.98	3,672.00	-1,103.02	69.96%	3,672.00	-1,103.02	69.96%
210 • Health Insurance	29,772.39	53,425.00	-23,652.61	55.73%	53,425.00	-23,652.61	55.73%
215 • Life & Disability Insurance	1,958.88	2,845.00	-886.12	68.85%	2,845.00	-886.12	68.85%
220 • Medicare	3,002.53	3,606.00	-603.47	83.27%	3,606.00	-603.47	83.27%
221 • Employer FICA	13,183.11	15,421.00	-2,237.89	85.49%	15,421.00	-2,237.89	85.49%
231 • Retirement Contribution	12,271.87	20,595.00	-8,323.13	59.59%	20,595.00	-8,323.13	59.59%
250 • Unemployment Comp Insurance	0.00	523.00	-523.00	0.0%	523.00	-523.00	0.0%
260 • Workers Compensation Insurance	0.00	622.00	-622.00	0.0%	622.00	-622.00	0.0%
Total 2 • Payroll and Benefit Expenses	272,141.07	353,488.00	-81,346.93	76.99%	353,488.00	-81,346.93	76.99%
3 • Prof. & Tech Services							
341 • Telephone	1,203.24	1,400.00	-196.76	85.95%	1,400.00	-196.76	85.95%
341A • Fire Alarm	388.80	400.00	-11.20	97.2%	400.00	-11.20	97.2%
341B • Internet Access	404.84	720.00	-315.16	56.23%	720.00	-315.16	56.23%
342A • Computer Support/Hardware	2,591.55	6,200.00	-3,608.45	41.8%	6,200.00	-3,608.45	41.8%
342B • Copier Lease	815.93	1,800.00	-984.07	45.33%	1,800.00	-984.07	45.33%
365 • Equipment Repair	107.80	1,800.00	-1,692.20	5.99%	1,800.00	-1,692.20	5.99%

Abbott Library
Operating Account - Profit & Loss Budget vs. Actual
January through December 2021

	Jan - Dec 21 Actuals	YTD Budget	\$ Over YTD Budget	% of YTD Budget	Annual Budget	\$ Over Annual Budget	% of Annual Budget
Total 7 - Capital Outlay	0.00	300.00	-300.00	0.0%	300.00	-300.00	0.0%
8 - Library Materials							
802-A - Books	21,225.52	30,000.00	-8,774.48	70.75%	30,000.00	-8,774.48	70.75%
802-B - Subscriptions	3,495.46	4,300.00	-804.54	81.29%	4,300.00	-804.54	81.29%
802-C - Non-Print	7,304.99	5,100.00	2,204.99	143.24%	5,100.00	2,204.99	143.24%
802-F - Software	7,464.65	6,500.00	964.65	114.84%	6,500.00	964.65	114.84%
802-G - Collection Supplies	824.99	1,900.00	-1,075.01	43.42%	1,900.00	-1,075.01	43.42%
802-H - E-Content	7,677.40	2,000.00	5,677.40	383.87%	2,000.00	5,677.40	383.87%
Total 8 - Library Materials	47,993.01	49,800.00	-1,806.99	96.37%	49,800.00	-1,806.99	96.37%
9 - Bank Charges and Fees	5.00					5.00	100.0%
Total Expense	371,118.54	468,505.46	-97,386.92	79.21%	468,505.46	-97,386.92	79.21%
Net Ordinary Income	15,769.96	-4,060.46	19,830.42	-388.38%	-4,060.46	19,830.42	
Net Income	15,769.96	-4,060.46	19,830.42	-388.38%	-4,060.46	19,830.42	

Director's Report January 21, 2022

Public Relations and Advocacy

- Attended weekly Town of Sunapee Department Head meetings
- Attended and spoke at Coffee with the Chief on January 3
- Attended two Town of Sunapee Emergency Operations Procedures meetings
- Attended ABC/Selectboard meeting on January 6
- Attended Town Budget Hearing on January 11
- Submitted Narrative portion of Abbott Library's Annual Report for the Town of Sunapee Annual Report

Professional Development

- Classes for the NH Bureau of Education and Training's Supervisory Academy began on January 18. Classes will meet on Mondays and Thursdays from 9 to 10:30 AM until March 24, 2022.
- Attended monthly New Hampshire State Library Director's Call on January 6

Financial Management

- Final bills from 2021 continue to be paid.
- I'm sad to report that after more than 15 years of volunteer service to the Abbott Library, Jeanne Wilson has decided to retire as our accounts payable volunteer. Jeanne has brought joy and light to the library and made our workplace a better space. We will all deeply miss seeing her on a weekly basis.
- However, I'm thrilled to report that Tim Eliassen, who is already the treasurer for the Abbott Library Foundation, has offered to take on this role. Thank you so much to Tim!
- I submitted all the paperwork needed to receive our ARPA grant from the New Hampshire State Library. The check has been received.

For your consideration: Does the Board want to open a separate bank account for the ARPA funds or is the Board comfortable tracking the funds internally via QuickBooks?

Buildings and Grounds Management

- A big thank you to Craig Heino and his assistant, Derek Houlton, who moved all of the furniture out of the small conference room.

For your consideration: Would the Board like to make the New Hampshire Conference Room available for use by the public? If so, the Meeting Room Policy could be amended to read:

Meeting Room Policy

Abbott Library, Sunapee, NH

MEETING ROOM FACILITIES:

The Activities Room is a multi-use room with a current seating capacity of 8. Wireless access is available. When not in use for library programming, the Activities Room may be used by the public. To conform to the New Hampshire Department of Education-recommended social distance of three feet, the capacity of the Activities Room for use by the public for silent study and work is 8 people at

- Met with Bev about Goal 1

Program Management

- The Library of Things is launched! Thanks to Jessie for great work cataloging all of the items. A list of all the items can be found here:
https://abbott.aspendiscovery.org/?browseCategory=library_of_things
- I'm very pleased to share that our library aide substitute, Sue King, has agreed to plan an afterschool program for grades K-1 on Tuesdays and grades 2-3 on Thursdays. These grade groupings follow the school districts cohort practices and the program will have a limit of six students so as to meet the library's Meeting Room Use policies. We are very fortunate to have such experience and knowledge on our substitute library aide roster. The program will begin on February 1.
- Mah Jongg has been temporarily suspended, at the discretion of the library staff member who plans the program.
- In-person storyhour continues with reservations required.
- On-line book and film discussions also continue with plans to discuss the book "Dune" by Frank Herbert on February 7 and the films "Winter's Bone" and "Little Woods" on February 14.
- Jessie has begun exploring the possibility of offering a Girls Who Code program in early March. This program would be for students in grades 4 and 5. A long-term loan of eight iPads from the Sunapee School District makes this program a possibility.

Technology Management

- Staff computers have been upgraded and rotated according to the technology hardware replacement plan. For your information, I have attached that plan. I will plan to re-evaluate this plan and draft a plan for 2023-2026 sometime mid-year.
- The library email server has successfully been migrated from BlueHost to Google. Google offers a much more friendly user-interface and the staff is already familiar with that platform because several of our "generic" library email addresses use Google.
- The migration has presented the opportunity for library trustees to have their own @abbottlibrary.org email addresses. Previously, this best practice was not possible with BlueHost. My suggestion is that we wait until after the March election to assign email addresses to the Board but if you would like one sooner, please let me know and I would be happy to take care of it.

State of Libraries in the Time of COVID-19

- On January 6, New Hampshire DHHS adopted some of the CDC recommendations regarding changing the length of isolation and quarantine. I've attached the documents from NH DHHS as well as the updated the library's COVID-19 policy to include the updated Town of Sunapee flowchart and the removal of the previous document from DHHS.
For your action: consider motion to accept proposed changes to COVID-19 policy
- Provided the Board adopts the changes, given the changes to both the library staff and the changes to the policy, I will print out a copy of the policy and again collect signatures from staff that acknowledges receipt of the policy.

3-Year Hardware Replacement Schedule

2020

○ \$100 x 3 for Windows 7 extended support	\$300.00
○ \$1400.00 for one new staff computer (hardware and labor)	\$1400.00
○ Labor to reconfigure former staff computer to be public computer	\$500.00
	<hr/>
	\$2200.00 TOTAL

2021

○ \$1400 x 2 for two new staff computers (hardware and labor)	\$2800.00
○ Labor to reconfigure former staff computers to be public computers	\$900.00
	<hr/>
	\$3700.00 TOTAL

2022

○ \$1400 x 2 for two new staff computers (hardware and labor)	\$2800.00
○ Labor to reconfigure former staff computers to be public computers	\$900.00
	<hr/>
	\$3700.00 TOTAL

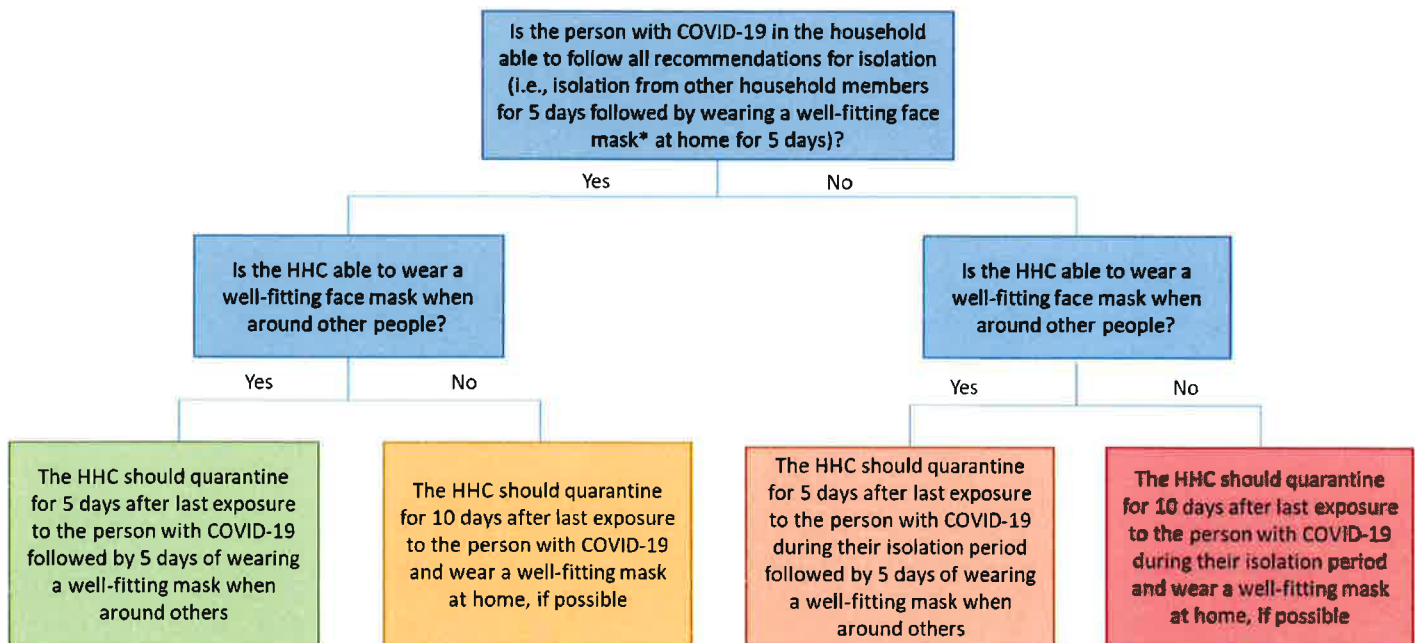
- By 2021, all computers will have Windows 10 as an operating system
- Wifi hardware may need to be considered for replacement in 2023
- Routers, switches and firewall should not need to be considered for replacement until 2025 or possibly later, unless there is a need to move to CAT-6 equipment
- The tech group recommends gradually increasing the operating budget line for hardware and computer support over the next three budget cycles by \$1000 and making up the difference in funds needed by utilizing the Trust and Fines account.
- Eventually the tech group would like to fund technology pilot programs with the funds in the Trust and Fines account

Household Contact Exposure Flowchart for Deciding Quarantine

The flowchart below is intended to help you determine the quarantine period for household contacts (HHC) to a person who has tested positive for COVID-19. A household contact is defined as any person who lives or sleeps in the same indoor shared space as another person diagnosed with COVID-19 (either a temporary or permanent living arrangement) leading to exposure to the person with COVID-19.

Notes for using the flowchart:

- Household contacts who are up-to-date and have received all recommended COVID-19 vaccine doses (including booster shots), or have tested positive for COVID-19 in the last 90 days by an antigen or PCR-based test, are not required to quarantine. See the [Isolation & Quarantine Recommendations for the General Public](#) for more information on recommended actions.
- The HHC should remain at home once a household member is found to have COVID-19. The HHC should continue to stay home for their own quarantine period, which starts (day 1) the day after the HHC's last exposure to the person in the household with COVID-19.
- If at any time another person in the household develops COVID-19, the quarantine period for the rest of the household members will need to re-start because of the repeated exposure, and this flowchart should be re-visited.
- Follow [these instructions](#) for safely caring for someone sick in the home.



* <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>

Isolation & Quarantine Recommendations for the General Public

The tables below summarize [CDC's updated isolation and quarantine guidance](#) for the general public, which has been adapted by New Hampshire. CDC also explains the reasoning behind their updated guidance with answers to frequently asked questions (see [Quarantine & Isolation Background](#)).

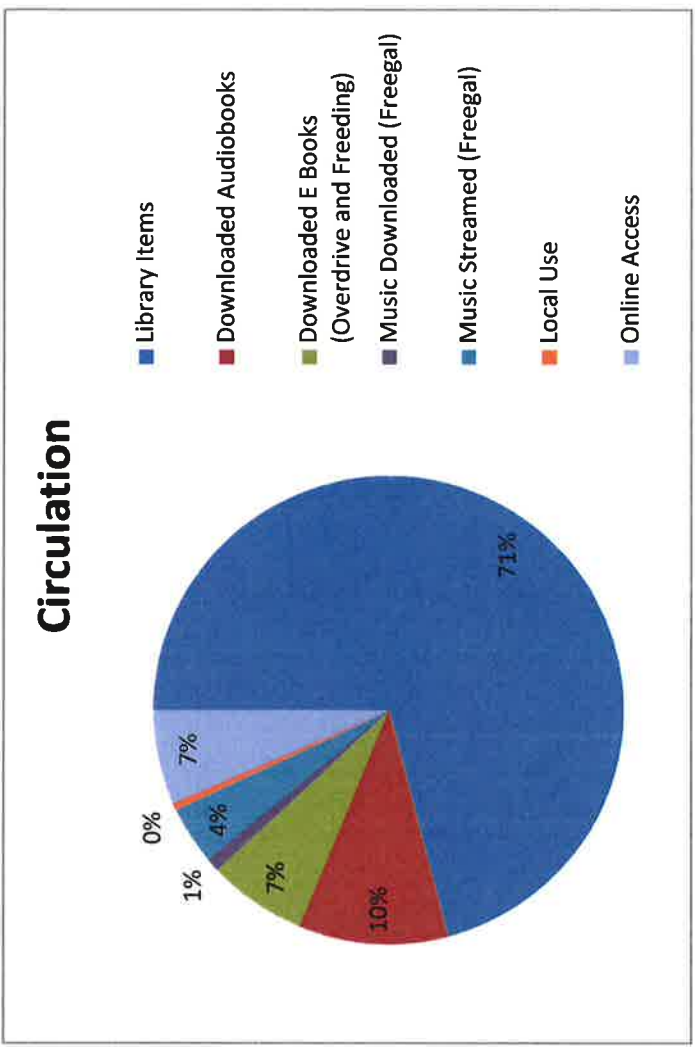
This guidance applies to the general public, including workplaces and K-12 schools. This guidance does NOT apply to healthcare settings, correctional institutions, or homeless shelters. Healthcare organizations should refer to CDC's separate [Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure](#), and their [Strategies to Mitigate Healthcare Personnel Staffing Shortages](#).

Persons who should isolate	Recommended Action
<p>Any person who tests positive for COVID-19 or who has symptoms of COVID-19 while awaiting testing – regardless of vaccination status, previous infection, or lack of symptoms.</p> <p>(Note: CDC recommends longer periods of isolation for people who are severely ill with COVID-19 and require hospitalization or intensive care unit support, or for people with severely compromised immune systems.)</p>	<ul style="list-style-type: none"> Stay home and away from others (including people in your household) for at least 5 days. Isolation can end after day 5 if you are fever-free (off fever-reducing medications) for at least 24 hours and other symptoms are improving. If fever has been present in the prior 24 hours, or if other symptoms are not improving, then you should continue to isolate until fever free and symptoms are improving for at least 24 hours, or until after 10 days of isolation. For 10 days: <ul style="list-style-type: none"> Wear a well-fitting medical face mask when around other people. Avoid people who are immunocompromised or at high-risk for severe disease. Avoid travel, if possible. <p>Note: per CDC guidance, you can take an antigen test on day 5 before ending isolation and, if positive, you should continue to isolate for a total of 10 days. Individuals and businesses/organizations can consider but do not have to adopt this testing strategy.</p>
Persons who should quarantine after being exposed to someone with COVID-19	Recommended Action
<p>Household contacts who are either:</p> <ul style="list-style-type: none"> Unvaccinated; OR Not “up to date” on receiving all recommended COVID-19 vaccine doses 	<ul style="list-style-type: none"> Stay home and away from others for 5 days after the last exposure. Watch for symptoms for COVID-19 for 10 days after the last exposure, and get tested if symptoms develop. Get tested at least 5 days after the exposure, even if no symptoms develop. If positive, move to isolation. For 10 days: <ul style="list-style-type: none"> Wear a well-fitting medical face mask when around other people. Avoid people who are immunocompromised or at high-risk for severe disease. Avoid travel, if possible.

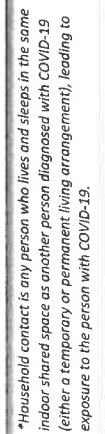
December 2021

Circulation	
Library Items	2,395
Downloaded Audiobooks	351
Downloaded E Books (Overdrive and Freeding)	229
Music Downloaded (Freegal)	31
Music Streamed (Freegal)	136
Local Use	17
Online Access	221
Total Circulation	3,380

Toatal Reference	260
Patron Visits	1,433



Library Use:	Dec 2021	YTD 2021	YTD 2020	% Change
Library Items	2,395	31,947	26,187	22%
Downloaded Audiobooks	351	3,537	3,152	12%
Downloaded E Books - Overdrive and Freeding	229	2,290	2,774	-17%
Music Downloaded - Freegal	31	706	1,044	-32%
Music Streamed - Freegal	136	2,154	3,622	-41%
Local Use	17	258	606	-57%
Online Tools Total	221	2,116	2,507	-16%
Breakdown of Online Tools				
Ancestry	0	1	6	-83%
Kanopy (videos)	70	860	787	9%
EBSCO	2	44	113	-61%
Mango	8	92	26	254%
New York Times	141	1,117	1,489	-25%
Great Courses		2	86	-98%
Total Circulation	3,380	43,008	39,892	8%
Patron Visits	1,433	15,310	9,824	56%
New Registrations	11	216	109	98%
Internet Sessions (public computers)	96	1,253	884	42%
Wireless Usage	337	3,789	3,618	5%
Program Questions	39	488	265	84%
Regular Reference	68	1,091	812	34%
Extended Reference	11	71	64	11%
Readers' Advisory	39	414	301	38%
Tech Help	82	733	402	82%
Extended Tech Help	21	102	46	122%
Total Reference	260	2,899	1,890	53%
Website	Dec 2021	YTD 2021	YTD 2020	% Change
Visits	1,236	14,834	15,700	-6%
Unique Visitors	798			
Avg Visits per Day				
Programs This Month	Adult	Child	Adult YTD	Child YTD
Number of Programs	5	5	46	73
Number of Attendees	28	92	476	1,135
Meeting Room Usage in Hours	Activities / Tent	Conference	Activ YTD	Conf YTD
	27.0	0	108.5	0
Children's Computer Sessions	0			
Volunteer Hours	Dec 2021	YTD 2021		
	108.75	1,285.5		
Web Chats	Dec 2021	YTD 2021		
	2	83		



Abbott Library Trustee Meeting Agenda

Thursday Jan 20, 2022 6:30 pm

Abbott Library

- I. Chair's Remarks**
- II. Approval of Minutes**
- III. Treasurer's Report**
- IV. Directors Report**
- V. Covid 19- policies update**
- VI. Strategic Planning Progress Report /ESC**
 - 1a. Communication within the community
 - 1b. Communication with partners
 - 2 Role & responsibilities of Trustees
 - 3. Learning opportunities
 - 4. Volunteerism
 - 5. Multi-purpose space
- VII. Abbott Library Friends Report**
- VIII. Abbott Library Foundation Report**
- IX. Chair's Report**
- X. Old Business/Other Business**
- XI. Public Comment**
- XII. Non- Public Session - Adjournment to Non-Public Session 91-A:3 II**
- II. Next meeting February 17, 2022- Adjournment**

Calendar:

February 17, 2022	Thursday – Trustee Meeting 6:30 pm
March 17, 2022	Thursday – Trustee Meeting 6:30 pm
April 21, 2022	Thursday – Trustee Meeting 6:30 pm