

**Minutes of the Abbott Library Trustee's Meeting**  
**Abbott Library, Sunapee, NH**  
**June 18, 2020**

*In attendance via ZOOM were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair, Susi Churchill, Treasurer, Peg Lesiak, Secretary, Scott Rapoport (left meeting at 7:30pm), Suzanne Tether and Betsy Bowen.*

*Alternates attending via ZOOM: None*

*Library Director attending via ZOOM: Mindy Atwood*

*Others attending via ZOOM: Justin Levesque*

**I. Chair's Remarks**

The meeting was called to order by Carol Brudnicki at 5:40 pm, Thursday, June 18, 2020.

Carol began the meeting by reading "A Checklist To Ensure Meetings Are Compliant With The 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 that are taken during this meeting shall be done by roll call vote.

**II. Approval of Minutes**

*Suzanne moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, May 21, 2020, as submitted. The motion was seconded by Jane. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

*Carol moved to approve the minutes of the Abbott Library Trustee's Meeting of Sunday, March 15, 2020, as amended. The motion was seconded by Scott. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

**III. Treasurer's Report**

**A. Review of Financials**

- Susi reported that the bank accounts have all been reconciled. The town funding is current as of the end of May.
- Susi pointed out that the budget numbers on the Operating Account Profit & Loss Report include the warrant article funding for the third full-time employee. The town actually tracks any warrant article funding separately.
- Susi also indicated that the Donation and Trust & Fines accounts did not have any income or expenses in May.

**B. Review/Approve Bill Manifest**

*Scott made a motion seconded by Suzanne to accept the May 2020 Manifest of Bills. The motion passed unanimously by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rapoport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

### **C. CD – Renewal**

- Susi reported that the current CD matures in August. In looking into rates, it appears Mascoma Bank has the best rates, although all rates are very low.
- A discussion ensued regarding separating the funds and laddering the resulting two CDs.

*Jane made a motion seconded by Betsy to approve separating the Davis and Abbott funds, placing the Davis funds of \$115,104.00 into a 9-month CD at Mascoma Bank and the Abbott funds of \$125,016.00 into a 12-month CD also at Mascoma Bank.*

- The discussion after this motion was presented led to the decision to contact a variety of different resources in regard to ideas for managing these investments. A variety of options were also discussed.
- Following this discussion, Jane and Betsy withdrew the motion.
- A decision will be made at the July Trustee meeting.

## **IV. Director's Report - Mindy Atwood**

Mindy highlighted her written report:

### **A. Professional Development**

- Every Monday, Mindy participates in a conference call for New Hampshire library directors that is facilitated by the New Hampshire State Library.
- New Hampshire Emergency Operations Center calls now take place on Wednesdays and Fridays. Mindy continues to attend with the Sunapee Fire Chief, the Sunapee Chief of Police, and the town's Emergency Director.
- Mindy continues to meet with ReCode, a group of Upper Valley librarians, once a month.
- Mindy participated in the drafting of the New Hampshire Library Association (NHLA) statement on library re-opening and the statement calling for action to end racism.

### **B. Financial Management**

- COVID-19 expenses will be reimbursed through either the CARES Act funds that were sent to the State of New Hampshire or the FEMA Disaster Relief process. Lynne Wiggins is the point person for collecting all of the paperwork, and any library COVID-19 expenses will be submitted as a part of the Town of Sunapee's expenses. Heather will create a code in our Operating Account Chart of Accounts that will allow us to track COVID-19 related expenses.

### **C. Buildings and Grounds Management**

- Mindy contracted with Simply Clean, a local business, to supplement our currently budgeted cleaning schedule. This expense will be reimbursed through the CARES Act at least through the end of July.
- Mat Bouranis, the director of facilities for the Sunapee School district, has been an enormous help to Mindy. Mat spent almost two hours at the library, walking through every space and sharing information about the best products and techniques to use when cleaning the library. In addition, he called the three vendors the school district works with and told them to expect Mindy's call. The Trustees are very appreciative of Mat's support!
- On June 12, the library was without power while all the buildings around it had power. A day long investigation revealed that on May 31, a blown transformer ruined the control panel in the generator and prevented it from returning to "pole power" when it was restored. As a result, the generator ran for 278 hours. All but 5 percent of the propane was used.

Mindy has arranged for the delivery of 400 gallons of propane (it is a 1,000-gallon tank). In addition, the library will be submitting an insurance claim for the emergency service call, the labor and the parts. Mindy will explore if a claim can include the replacement propane.

#### **D. Planning and Development**

- Mindy provided copies of the documents “Phases of Service” and “COVID-19 Pandemic Policy” for discussion at this meeting. **PLEASE NOTE** an important edit: Under the category “Building” under Phase 3 and Phase 4, it should read “patrons will follow guidelines for physical distancing...”. This policy has been reviewed by the Sunapee Chief of Police, the town Emergency Director and the Town Manager.

Additionally, the library staff, including substitutes, has been given a copy for review. On June 16, a staff teleconference was held and the staff asked questions, gave feedback, etc.

- A questionnaire for library staff will include the following questions:

PRIOR TO LEAVING HOME EACH DAY, please ask yourself the following 6 questions, and if the answer to any of them is YES, STAY HOME and contact your supervisor AND HR via phone, email or text:

1. Have I been in close contact with a confirmed case of COVID-19, or someone with COVID-19 symptoms (see #2 – 5, below)?
2. Do I have a fever of 100 degrees Fahrenheit (100.0° F) or above (please take your own temperature every morning at home, and if you are unable to do so, we have touchless thermometers available at Town Hall) or have I felt feverish (chills, clammy) in the last 72 hours?
3. Am I experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Am I experiencing any new muscle aches or chills?
5. Have I experienced any new change in my sense of taste or smell?
6. Have I, or one of the people I live with, traveled outside of NH, ME and VT via public conveyance (airplane, train, bus) or traveled internationally

This questionnaire will be issued by the Town of Sunapee HR department, in keeping with the library’s policy to follow the Town of Sunapee personnel policies.

#### **E. Technology Management**

- To allow for each staff member to have their own workstation, two computers have been moved to the public area of the library. These computers are on the staff network but will be used only when the library is closed to the public.

#### **F. Program Management**

- School Bus book delivery – On June 17, 61 deliveries were made and the Director of Transportation, Brenda Thomas, graciously arranged for a second bus to deliver. This represents a total of 12 hours of labor for the school district. Brenda asked Mindy to limit deliveries to 40 per week.
- Summer Learning update – This year the program will run from July 7 to August 4. The program will offer a variety of remote activities, including weekly on-line programs every Tuesday evening. To date, 17 people have signed up for the full Summer Reading Program and three students signed up for the Summer Book Club with SCES. Kudos to Jodi and Katie!

## **V. Chair's Report**

- The policy committee (Suzanne, Susi and Carol) worked along with Mindy on the Work-From-Home Policy and the COVID-19 Pandemic Policy. These will be discussed at this meeting.
- The Strategic Planning Committee continues to meet and are putting the finishing touches on the survey. Thank you notes were emailed to those who were interviewed by ESC and this group was asked to complete the online survey. This will be discussed further in this meeting.
- A decision will be made at this meeting on the date of our next meeting and if future meetings will be by Zoom or at the library.
- A decision was made to postpone nominating the Friends of the Abbott Library for the NHLTA's Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group until next year as there would not be a chance to gather and celebrate should they win.

## **VI. Policy Committee**

The Policy Committee presented the Work-From-Home policy and the COVID-19 Pandemic Policies. Policies were discussed, questions were answered and revisions were suggested.

*Susi made a motion seconded by Betsy to approve the Work-From-Home Policy as amended. The motion passed unanimously by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

*Scott made a motion seconded by Jane to accept the COVID-19 Pandemic Policy as amended. The motion passed unanimously by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

Mindy indicated that libraries in New Hampshire are adhering to the Retail guidelines issued by the NH Governor's office. Mindy then detailed all the actions being taken to prepare the physical library environment for re-opening with very limited hours. Based on an analysis of the available physical space in the library for patrons and staff, it was deemed that, in this phase of opening, the capacity would be 45 people, including three staff members. Mindy cited the open floor plan of the library as a positive factor in accommodating this number.

Mindy indicated that the library would be ready to open with very limited hours on Tuesday, June 23, 2020. She suggested a "soft opening" be held on Monday, June 22, to allow the new processes, procedures and flow in the library to be tested. For the "soft opening", Trustees, Friends and Foundation members will be invited.

The hours of the library will be:

Mondays – 9-11am and 1-3pm (cleaning will occur in-between those hours)

Tuesdays – 1-3pm and 5-7pm (cleaning will occur in-between those hours)

Saturdays – 9-11am and 1-3pm (cleaning will occur in-between those hours)

Mindy discussed the approaches that will be taken to announce this information to the public.

*Scott made a motion seconded by Susi to re-open the Abbott Library to the public under Phase 3 of the Abbott Library COVID-19 Pandemic Policy, with very limited hours, on June 23, 2020. The motion passed unanimously by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Scott Rappeport – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

**VII. Strategic Planning Committee**

Peg shared a brief update on the work of this committee (the notes of committee meetings have been distributed to the Trustees after each committee meeting). In brief, she reviewed the survey (lay-out, costs, dates, response rate of the “test” survey with the group of interviewees, etc.), as well as the thinking of the committee on the retreat that was planned as part of the strategic planning process. Given the current environment, various options for the retreat are being considered. It is anticipated that the strategic planning process should be completed in September.

**VIII. Reports from the Abbott Library Foundation and the Abbott Library Friends**

- **Abbott Library Foundation**

Nothing to report.

- **Friends of the Abbott Library**

The Friends of the Abbott Library met and approved more funding to go toward Kanopy and for bags for the book deliveries. They are also pursuing online adult programming. The Friends are in a holding pattern in terms of the plans for their annual meeting.

**IX. Old Business/Other Business**

Book Sale – Jane informed the Trustees that John Walsh will take the discarded library books from the library.

**X. Next Meeting**

It was agreed that the next meeting of the Trustees will be **Thursday, July 23, 2020, at 7:00pm** via Zoom.

**XI. Adjournment**

*Jane made a motion to adjourn, seconded by Betsy. This was unanimously passed by roll call vote: Carol Brudnicki - yes; Jane Frawley – yes; Susi Churchill – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.*

The meeting was adjourned at 7:49 pm.

Respectfully Submitted

**Peg Lesiak, Secretary**

June 22, 2020