

Minutes of the Abbott Library Trustee's Meeting
Abbott Library, Sunapee, NH
May 21, 2020

In attendance via ZOOM were Trustees: Carol Brudnicki, Chair, Jane Frawley, Vice Chair (left at 7:12), Susi Churchill, Treasurer, Peg Lesiak, Secretary, Suzanne Tether and Betsy Bowen.

Alternates attending via ZOOM: None

Library Director attending via ZOOM: Mindy Atwood

Others attending via ZOOM: Justin Levesque, Brenda Balenger (joined at 6:43pm)

I. Chair's Remarks

The meeting was called to order by Carol Brudnicki at 5:34 pm, Thursday, May 21, 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.

Carol welcomed Suzanne Tether and Betsy Bowen as new Trustees to the Board. The Trustees are very pleased to have both of them join the Board.

II. Election of Officers

Election of Chair – Peg nominated Carol Brudnicki to be the Chair of the Board of Trustees. This was seconded by Jane. Carol accepted the nomination.

Election of Vice Chair - Susi nominated Jane Frawley to be the Vice Chair of the Board of Trustees. This was seconded by Betsy. Jane accepted the nomination.

Election of Treasurer - Carol nominated Susi Churchill to be the Treasurer of the Board of Trustees. This was seconded by Jane. Susi accepted the nomination.

Election of Secretary - Suzanne nominated Peg Lesiak to be the Secretary of the Board of Trustees. This was seconded by Susi. Peg accepted the nomination.

The election of officers 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.

III. Approval of Minutes

Suzanne moved to approve the minutes of the Abbott Library Trustee's Meeting of Thursday, February 20, 2020, as submitted. The motion was seconded by Betsy. The motion passed unanimously by roll call vote: Carol Brudnicki – yes; Jane Frawley – yes; Susi Churchill – yes; Suzanne Tether – yes; Betsy Bowen – yes; Peg Lesiak – yes.

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

IV. Treasurer's Report

A. Review of Financials

- Susi reported that the bank accounts have all been reconciled. The town funding is current.
- Susi pointed out that the March Balance Sheet Donation Account started the referencing of the CD account and interest.
- Susi also indicated that there were no donations received in April 2020.

B. Review/Approve Bill Manifest

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

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

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

V. Director's Report - Mindy Atwood

Mindy highlighted her written report:

A. Public Relations and Advocacy

- From March 15 to May 18 the library staff has published 148 posts on Facebook:
 - Promotion of programs and/or materials – 60
 - Resource sharing (links to other sites or online events) – 44
 - Library updates (link to newsletter, notification about returns) – 25
 - Community updates (from other town departments and school) – 16
 - Other – 3

As a point of comparison, from March 15 to May 18 in 2019, 56 posts were published on Facebook.

- From March 15 to May 8, the Abbotter, the library's newsletter, was published once a week. Material covered was expanded to include community and school district announcements. The next newsletter will be published on 5/22 and will remain on a two-week schedule.
- From March 27 to May 15, the staff made 1,054 calls to patrons. Of those calls, the staff had approximately 547 conversations with patrons! Messages were left with 383 patrons, 21 patrons had messages left and received a follow-up email, and 103 calls were not answered/invalid number.
- Community collaboration efforts included: participation in the hackey sack challenge, creation of Town of Sunapee employees' video message, tech support for virtual Coffee with the Chief, and the congratulation banner for SMHS Seniors.

B. Legal Management

Mindy shared information she received via letter from the Library's attorney, Bob Wells, in response to questions generated by the trustee sub-committee. At this point in time, given all

that is being dealt with during the pandemic, the Board is holding on having Mindy pursue information about pricing property maintenance and plowing costs from other vendors.

C. Professional Development

- Every Monday, Mindy participates in a conference call for New Hampshire library directors that is facilitated by the New Hampshire State Library.
- On Mondays, Wednesdays and Fridays, Mindy participates in the New Hampshire Emergency Operations Center call. Also in attendance typically is 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.

D. Financial Management

- Mindy is tracking expenses related to COVID-19 as there is a chance those 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.
- The Eversource bill for March was approximately \$200 less than February's bill. The April bill was approximately \$450 less than the February bill. Propane usage is also down from the March – May 2020 time period compared to that time period in 2019.
- Mindy anticipates overspending the budget for the year in the technology-related lines (342A and 802F). In addition, Mindy joined in the police department's cell phone plan and received a cellphone for library use. The cost is \$69.85/month, which will result in overspending for the year on budget line item 341 – Telephone.

C. Collection Management

- The staff have been directed to prioritize the purchase of print materials in the following order: keep series current, purchase titles anticipated to be best-sellers, create a list of titles for purchase "later".
- Audiobook purchases have been put on hold with the exception of keeping series current.
- DVD and music purchasing remains the same. DVDs, because the demand remains and music, because it is a small part of the collection development budget (\$125/month).

G. Technology Management

- Mindy had a VPN installed that allows her to access her desktop computer and the library's network.
- A majority of the staff is working from home on personal devices (computer, tablets, etc.). One staff member is using the library's laptop that is usually in the Activities Room. With Mindy's permission, some staff have taken library scanners, label makers, etc.

H. Building Management

- On March 24, the library's heat was set to be at "unoccupied" temperature all the time.
- Scheduled maintenance on the boiler and the generator have proceeded as scheduled.

I. Program Management

- School Bus book delivery – As of May 18, there have been four deliveries made on Wednesday mornings. 914 items have been checked out and more than 125 deliveries have been made. As a point of comparison, from March 24 to May 19, 2019, 3,997 items were checked out. Mindy was pleased to inform the Board that the Sunapee school system has agreed to continue delivering books through the summer.
- Summer Learning update – Joni and Katy have done a great job pulling together a remote summer learning program. This year the program will run from July 7 to August 4. Students will be given a bingo sheet for each week and each completed sheet can be turned in for a prize. In addition, there will be online events every Tuesday evening.

- Joni, Katy and Mindy had a very positive call last week with seven staff and teachers from SCES. The Friends of the Library will purchase book bags for students in grades PK-4, and the bags will be packed with books for the summer, a reading calendar from Mrs. Skarin, and materials for students to participate in the library's summer learning program.

In addition, a Summer Book Club will be piloted. Students can sign up to have a book delivered on Wednesday, and there will be a virtual book group discussion the following Tuesday. The library will handle sign up and scheduling of the call, and SCES teachers will take turns leading the book discussion. Mindy provided documents for a preview of the weekly plans and promotional materials.

- Plans for some virtual programs are also underway.

J. Staff Management

- Mindy conducted staff reviews for Barbara Fitzgerald, Terri Rounds and Katy Hurd.
- The staff meets weekly via Zoom. Mindy has a living document on the Google Drive called "Re-opening questions" where staff can pose questions, comment and share what they have learned.
- Mindy expressed high praise for the staff. She indicated they have been flexible, creative and cheerful in the face of change. They have been dedicated and hard-working under difficult circumstances, keeping their senses of humor throughout. She tips "a hat of deep gratitude" to them all, as do the Trustees!

VI. COVID-19 – State of the Library

A. Opening library procedure and policies

The Trustees discussed the need and approach for developing policies and procedures in preparation for when the library re-opens. It was clear that none of the Trustees believed the re-opening should occur quickly.

Mindy will continue to do research and will begin drafting and/or reviewing information on policies. The Policy Committee will meet to further this effort. Susi will join this Committee, which includes Suzanne, Mindy and either Carol or Sharon. At the June Trustee meeting, the Trustees will review drafts and identify any gaps that may exist. Mindy strongly recommended that legal counsel be engaged to review any policies, procedures, etc., created by the Board. All agreed with this recommendation.

In the meantime, Mindy was authorized to begin gathering materials that will be needed once the library re-opens (for example, masks, hand sanitizer, wipes, etc.). Mindy shared that she had met with the Director of School Facilities, Matt Bouranis, and had learned a great deal about surface cleaning and disinfecting. Matt will be keeping Mindy informed as more information is available.

B. Book Sale

The July 2020 book sale has been cancelled. Jane will contact the person who previously took books leftover from past book sales to determine if he will take the current boxes of books no longer in use at the library. Carol shared that we are able to keep the tables stored at the Indian Cave boat shed, and Jane indicated that Deb Marino will dispose of the old sawhorses.

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). Carol pointed out that the retreat/off-site that had been planned as part of the strategic planning process cannot be

accomplished as had been envisioned due to the pandemic and the Governor's Executive Order relating to the size of groups that may congregate, social distancing protocols, etc. Empower Success Corp (ESC) is having a meeting of their consultants to discuss this topic given the number of organizations they are working with that have a similar situation/dilemma. This will be discussed further at the next strategic planning committee meeting with ESC.

Susi informed the Board that the interest earned on the CD will be able to be used to make the final payment to ESC.

VIII. Adjournment

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

The meeting was adjourned at 7:18 pm.

Respectfully Submitted

Peg Lesiak, Secretary

May 24, 2020