

APPROVED Minutes

DPL Library Trustees Meeting

May 13, 2020, 7:00pm (via Zoom)

Attending: C. Snitko (Chair), N. Cayford, C. Cerroni, G. Bartlett, J. Holmes, B. Walker, R. Lovett (Director), D. Flynn, S. Gillette, P. Gammons (FDPL board member). B. Gurney and M. Smith (dial-in)

Announcements:

Celeste provided details about a Zoom meeting, voting procedures, closing/blocking the meeting at 10 minutes in, raising hands for discussion.

Donations:

Three books donated by Kate Fuller. 'The Dubliners' by James Joyce, 'Organizing your day' by Sandra Felton, and 'The Duh!' by Gerri King. Celeste motioned to accept all three. Nancy seconded. All in favor, motion passed.

Director Report:

Rachael reported that Apollo is progressing accordingly. Next week is her final set-up call on Wednesday 5/20, and she expects Apollo to go live to the public by the end of the week. A new file was discovered by Marty which included ISBNs of our records. This needed to be uploaded and migrated over before able to go live. Rachael explains that the ISBNs are what provides the book image in the catalog. Also mentioned that Apollo is offering a quarantine feature, which we will discuss during the reopening phase discussion.

Other news reported that the Elevator inspector from the Department of Labor is coming on Friday, May 22. Also, the Monadnock Security will need to be present for the inspection, they are coming too. The two expenses will come out of the budget.

The three new library book carts were ordered, delivered, and assembled. Friends are thanked.

Financial Report:

Celeste reported that the financial report sent on April 22nd is the most up-to-date and accurate. Statements are coming in a little slower than usual. Bill Goodwin will be completing and updating the books when the statements do come in.

Marty (via chat) said we should have online access to the main bank accounts through People's, but not the CDs. B. Gurney states he will set up online access to the accounts.

Internet issues – people having trouble connecting. Meeting is NOT locked due to having to let people back into meeting.

Building and Grounds Report:

Nancy updated on the Mor-Tite situation. Anthony showed up today (Wednesday 5/13) to complete the sealing in the Gowing room. He discovered that the Library has Phase 3 panel and Mor-Tite has only Phase 1 power coming from his truck. He could not do the work. Anthony will call around for quotes on renting a generator in order to supply the power. He estimated \$1100 to rent a generator. Anthony thought he could get half that price for the Library specifically and through negotiation.

C. Snitko asked why Anthony didn't look at the panels and power supply first, when writing up a bid.

N. Cayford replied they did not have access to the panels, no key at the time he was in the Library.

Nancy will find out more information on our panels and what Mor-Tite might be able to do. She will continue to call Anthony for more price information and possible solutions.

C. Snitko recommends looking into alternatives to hook up to another source of power, such as the Archives building if possible, or that we should look into alternate companies to do the work.

C. Snitko asked if it is \$1100 per day for a generator rental? Nancy is to find out, but presumed the work would only take one day even if that was the case.

M. Smith stated he has a generator Mor-Tite can borrow. It is 5500 Watt generator, he is willing to loan to complete the project. Unsure if that is powerful enough?

Discussion on why Phase 3 cannot be used? It is powerful enough to run the elevator. N. Cayford states that Phase 3 is too powerful for the Mor-Tite trucks, it is too strong.

C. Snitko confirmed the project is on hold until more information can be found out.

N. Cayford mentioned that Anthony will need things removed from the boiler room prior to the project being completed. Richard was tasked to do this at the appropriate time.

N. Cayford to call Anthony again and will email the Trustees a status.

New Business:

C. Snitko reported that NHLTA dues are upcoming. Received invoice, it is \$30 per member. There are 8 Trustees, plus one Director (Rachael), which brings the total to \$270. C. Snitko confirmed the total of 9 members for dues.

C. Snitko asked what budget the dues will come from. In the past noted that it had come out of the Library's budget for Professional Development. C. Snitko suggested using \$270 out of the Trustees fund for this year. R. Lovett confirms there are other staff training, conferences, and possibly webinars to use the Professional Development line for.

N. Cayford motioned to use the Trustees checking account for the NHLTA dues. C. Cerroni seconded. All in favor, motioned passed.

C. Snitko to ask Bill Goodwin for a check. Celeste will also update the membership form and return to NHLTA.

Discussion on new hours for the Library:

D. Flynn reads email from Rachael to start off discussion of the two options for new hours. These are the permanent hours to be open when all returns to normal situation – after the COVID-19 pandemic.

R. Lovett apologized for labeling the options poorly which made it confusing to vote on. C. Snitko clarifies that Option 1 is shorter hours on Monday with longer hours on Saturday. Option 2 is longer/consistent hours on Monday with shorter hours of Saturday.

For reference (in the email provided to all):

Option 1:

Mon 10-5pm

Tues & Thurs 3-7pm

Wed 9-5pm

Sat 9-1pm

Option 2:

Mon & Wed 9-5pm

Tues & Thurs 3-7pm

Sat 9-12pm

Discussion followed. R. Lovett stated that the staff brought up Saturday morning programs. Closing at noon might not be the best practice, since programs tended to be scheduled from 10am – 12pm. Staff requested that we NOT move Story Time, which is at 9:30am on Wednesdays, so we would need to keep the opening at 9am for Wednesday. R. Lovett said which is why she chose to take the “extra” hour from Monday morning, in Option 1, to keep it at 27 hours. R. Lovett felt staying open until 5pm was more important for after school kids and after work patrons than opening at 9am.

Many agreed that closing at 12 on Saturdays was not going to work.

Discussion about the Hill Top Group meeting on Tuesday nights downstairs, typically from 6:45 – 7:45. J. Holmes suggested Rachael reach out to them to let them know we intend to change the hours and this will affect them. R. Lovett will ask if they can meet an hour earlier on Tuesdays once we reopen again.

B. Walker asked about the Trustees meetings on Wednesday nights, and how the hours will affect this. C. Snitko replied that the plan is to close the main library as scheduled at 5pm, and reopen the lower entrance and community room for the meeting at 7pm. The library will remain closed, but the public can still enter the building from below to attend the meetings.

C. Snitko goes alphabetical by Trustee’s last name, to vote which Option for hours. All voted Option 1. Passed as Option 1.

Reopening Phase Document:

R. Lovett discussed and shared the Reopening Plan she created. All phases take into consideration the guidelines from the Governor, the CDC, ALA, and the NH State Library. R. Lovett mentions that all are guidelines and it is up to the Director and the Board to establish opening procedures and timelines. The Reopening Document is meant to be flexible and fluid, as the situation continues, but also meant to establish the intent to open slowly and gradually as the State is opening in phases as well.

While Stay-at-Home Order is still enforced, library is kept closed.

Phase 1 is curbside and the staff return to work at the Library. The plan is to quarantine books and utilize contactless pickup for scheduled hours/time slots. This only works if Apollo is up and running. R. Lovett mentioned that it should be up and running next week.

Phase 1 is doable as long as the restrictions of the Stay-at-Home order are lessened. We will need proper PPE for staff and extra cleaning procedures proposed. R. Lovett will need staff working to have a functioning curbside service.

Dates were included in the Phases, but they are not set in stone. There is no known date for Phase 2.

C. Cerroni commented that these plans shouldn't be a problem, especially letting people into the building, as long as groups/meetings are regulated. Quarantine books in a sectioned-off room upstairs if possible. As long as they are in bags, it should be fine.

D. Flynn said contactless curbside is good and suggested just leaving items downstairs in the lower entrance for pickup.

R. Lovett said there are PPE shields being picked up tomorrow, and masks will be provided once we get to that stage. R. Lovett also mentioned that we cannot truly require patrons to wear a mask in the library, only if it is first required by the State.

C. Cerroni responded that with sanitizer and social distancing, as long as people are compliant, we should be okay.

R. Lovett proposed only a few hours during the week to be established as curbside pickup appointments. Any incoming books to be quarantined for minimum of 72 hours in the Community Room. With the launching of Apollo, patrons will be able to reserve books online or over the phone and schedule a time slot to come pick up the reserved items, during designated times. The items will be put into a bag, labeled with patron last name, and left outside the lower entrance doors. There will be a bin to return items as well. No patrons will be allowed inside the building.

R. Lovett commented we should not open up the Community Room until one of the next phases, due to no groups meeting larger than 10, and would prefer to keep quarantined items away from the main stacks and main area staff will be working in.

Agreed we can start the planning process of offering curbside. Rachael will work towards staffing and scheduling and plan as if the Stay-At-Home Order will lift by the end of May.

C. Snitko remembered we forgot to approve the minutes from last meeting. Minor changes are made to minutes.

- Added the phrasing “due to NHLTA suggestion on new members” in regard to N. Cayford nominating a new alternate Trustee – incorrectly recorded/worded.
- Wording was incorrect in regard to B. Walker and changing hours. Reworded to “stop changing hours”.
- Misspelled the word joint-valve. Corrected.
- Original quote for Mor-tite was recorded incorrectly. Changed to \$5004.00, the correct amount.

C. Snitko motions to approve. All in favor, motion passes to accept revised minutes.

Discussion on MOU:

C. Snitko clarified that she sent a document reviewing procedures for warrant articles and special projects, it was not a Memorandum of Understanding. Trustees are responsible for the budget for the year once it is approved at Town Meeting and running the library.

C. Snitko asked if all understand that the Town does not interfere in the budget once it is approved. We have our own funds also and this money can only be used by the authority of the Trustees. No one can tell us how to use our money.

N. Cayford asked why we must get it approved by the Town [Board of Selectmen].

C. Snitko clarified the requirements for warrant articles and special projects. The money for warrant articles cannot be released without a vote at a Town Meeting. Warrant articles over \$5000 have to be put out for bid. This is different money than the yearly budget. It must be approved and only taken with approval.

Unusual circumstances like the Gowing Room mold remediation last year had to be funded by the town by special funds.

For the roof work, C. Snitko replied that this work was not put in as a warrant article. How do we release money for this project? It must be put out for bid and submitted to the Select Board since special funds will be used to pay for it this year.

N. Cayford asked why as a Board, did we not discuss bids and work before deciding on sending to the Town.

C. Snitko responded we are not at the point to discuss, which is why we have not discussed it yet. We need to know specifications in order to compare bids. Bids will be brought to the Select Board because of the Select Board’s expertise and what they might have as a recommendation.

N. Cayford said the decision to hire the contractor is that of the Trustees.

C. Snitko disagreed, that it is the Town’s money and we cannot make the decisions solely.

N. Cayford remarked that these are reserve funds that the Town is obligated to raise and provide.

C. Snitko said it is not our money as budgeted and warrant articles are the only way to release the money.

B. Gurney agreed that this is the correct interpretation.

J. Holmes gave an example of the Recycling Center in town where emergency monies are set aside in the budget.

C. Snitko said that special projects are sent to the Board of Selectmen for the release of funds.

B. Gurney followed up that funds are compiled by certain fees and items are brought in (in reference to the Recycling Center). Monies should be moved into a different fund to be used.

G. Bartlett asked if we had our own capital improvement fund? That the roof cannot wait another year until the Town Meeting.

C. Snitko replied that a warrant article would need to be used to release Capital Improvement Funds and would have to wait until next year then.

G. Bartlett asked about the project being an emergency and money set aside for emergencies? Would the Board of Selectmen look at the budget and the available funds?

P. Gammons asked about the condition of the roof and how dire it is. Is there a potential for an ad hoc Town vote or a Special Town Meeting for emergency funds?

C. Snitko responded that is a long and thorough process to call ad hoc or special town meeting.

C. Snitko requested we further discuss the emergent situation of the roof and decide if we can do some repairs now versus waiting for the Town Meeting.

D. Flynn suggested a committee for writing MOU between the Town and Trustees be formed.

The following volunteered to be on a committee to write the MOU:

- Dorcey Flynn, Beth Walker, Gail Bartlett, and Nancy Cayford

B. Walker remarked that most think the Town approves the projects, the Trustees decide who does the job. But that is not true and where the confusion started is that the Selectmen get to decide. They do not, the Library has the final decision.

D. Flynn said the Library is separate from the Town.

C. Snitko responded that these are issues for the newly appointed committee to work on and get the MOU clarified. No motion needed for committee to be established.

C. Snitko called for meeting to come to close. N. Cayford motions to adjourn. J. Holmes seconded. Motion passed.

June meeting via Zoom (TBD) on June 10, 2020.