

Newbury Public Library
Newbury, NH
Library Board of Trustees Meeting Minutes

Date: May 11, 2020

Type of Meeting: Business meeting conducted by video conference

Attendees

Library Staff: Lea McBain, Laura Pezone

Trustees: Jeanne Palleiko, Helen Wright, Patricia Sherman, Lynne Tuohy

Voting Alternate Trustees: Ken Tentarelli

Call to Order: The meeting was called to order at 3:34 pm

Meeting Minutes

A motion was made (Patricia), seconded (Jeanne) to accept minutes of the April 6 and April 14 meetings as distributed. Patricia, Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote.

Treasurers Report

Due to Covid19, receipt of \$250 from the Friends has been delayed, and confirmation has not been received from the town for payment of invoices totaling \$13,300. Adding these amounts to the known expenditures brings the total expenditures to 33% of the annual budget which is on track for the year.

A motion was made (Lynne), seconded (Helen) to accept the treasurers report as presented. Patricia, Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote.

Building Expansion

Patricia asked architect Ron Lamarre for a schedule of activities to be done in the next several months. He would like to have a meeting with the Trustees. Patricia will arrange the meeting.

Ken Holmes has been appointed by the Town to oversee construction of the new fire station. He is willing to coordinate with the library expansion. This will be helpful since some of the same subcontractors will be used for both projects.

A contract based on the warrant article approved at the March town meeting, has been approved by the town attorney. It will be submitted to the Select Board for their approval at their May 11 meeting.

Lea reported that the library staff would like to meet with architect Lamarre to discuss considerations for operation in situations such as covid19. They also have recommendations for interior furnishings.

Directors report

The number of virtual visits and material downloads increased substantially during the past month.

Lea proposes subscribing to the media streaming service Hoopla. The service allows patrons to download ebooks, audiobooks, music, movies, and tv programs. The initial cost for the service is \$1000, and that amount is amortized in pay-per-view fees. The pay-per-view cost ranges from 34 cents to \$3.99 per view depending on the type and age of the media. The treasurer reported that funds are available to cover the cost.

A limit can be set on the maximum number of items that a patron can check out in one month. Consensus of the Trustees is to accept Hoopla's recommendation of a limit of nine items per month per patron initially because the service will be especially beneficial while covid19 stay-at-home restrictions are in place. Depending on use, the limit may be revised downward in the future.

To inform Newbury residents of the new service, Lea will place ads in the Shopper and Intertown Record in addition to posting on Facebook and sending email to patrons.

Patricia reported that there are sufficient funds in the Trustee checking account to cover a Hoopla subscription.

A motion was made (Lynne), seconded (Ken) to support Lea's decision to purchase a Hoopla subscription and to set the initial checkout limit at nine items per patron per month. Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote. Patricia left the meeting during the preceding discussion and did not vote.

Lea suggested that it may be advisable to have cleaning done twice per week, possibly on Tuesday and Friday, when the library re-opens. It was decided to postpone any decision on this matter

A motion was made (Lynne), seconded (Helen) to accept the Director's report as presented. Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote.

Re-opening plan

Lea prepared a comprehensive plan for re-opening the library in phases consistent with recommendations of the New Hampshire Library Association. The association has not specified a timetable, but some libraries anticipate a one-month period of outside pickup

She is attempting to procure N95 masks so library staff will have both N95 and cloth masks to wear during re-opening phases. Some Trustees feel that during the re-opening phases patrons should be required to wear masks. Lea consulted with the town attorney who believes that courts would approve of regulations that require patrons to wear masks. Lea reported that a no-touch forehead thermometer will be used to monitor the health of staff members. A

question was raised as to whether the thermometer could be used to check patron temperatures. Lynne proposed that the town attorney be consulted regarding the legality of taking patron temperatures.

Lea reported that the Warner library has a communicable disease policy. She suggests that we should adopt a similar policy.

A motion was made (Lynne), seconded (Helen) to accept the Director's re-opening plan as preliminary recognizing that it may be revised as conditions change. Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote.

Post covid operation

Ken mentioned that Newbury residents may be under economic pressure due to covid19 and may not be receptive to an increased library budget at next year's town meeting. He suggested that the Trustees consider ways to manage a lower or flat year-over-year budget in 2021.

Lea feels it may be possible to achieve a flat budget, but lowering the budget may not be possible.

Recruitment of Alternate Trustees

Names of two people who might serve to fill the existing Trustee opening and Alternate Trustee positions were discussed. Jeanne and/or Patricia will talk with one of those people and Lea will meet with the other person

Policies

Lynne proposed that discussion of policy revisions be tabled until the next in-person Trustee meeting.

Foundation Report

Jeanne reported that she has obtained all Foundation materials from Regina, and that she is learning to use the donation management software.

At 4:50 pm a motion was made (Helen), seconded (Ken) to adjourn. Helen, Lynne, Jeanne, and Ken voted in favor of the motion by roll call vote.

Respectfully submitted, Kenneth Tentarelli