

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, May 11<sup>th</sup>, 2021**  
**Virtual and In-Person Meeting, 6:30 P.M.**  
**Biography Room**  
**MINUTES**

1. Meeting Call to Order at 6:30 PM:  
Marie Lejeune, Library Director  
Peg Higgins, Ward 1  
Samantha Merchant, Ward 2  
Candy Bailey, Ward 3  
Kathy Noble, Ward 4  
Pam Hubbard, Ward 5  
Bruce Jolin, Ward 6  
Nat Goodspeed, City Manager's designee  
Jessica Carroll, public access
2. Acceptance of the Minutes of the April 20, 2021 Regular Meeting: BJ1, KN2  
Peg Higgins, Ward 1: yes  
Samantha Merchant, Ward 2: yes  
Candy Bailey, Ward 3: yes  
Kathy Noble, Ward 4: yes  
Pam Hubbard, Ward 5: yes  
Bruce Jolin, Ward 6: yes  
Nat Goodspeed, City Manager's designee: yes
3. Treasurer's Report  
No significant change to Treasurer's Report since last meeting. YTD expense report: two funds transfers from microforms to Catalog Card Service (OCLC: Online Computer Library Center) from which we get all our catalog data. Their fee unexpectedly went up this year.  
-725 under Donations is revenue, but MUNIS records revenue that way. Approaching the end of the fiscal year, close to end of budget, more or less on track.
4. Friends of the Library Report  
We met virtually last week. Friends approved some money for the Children's Room for some of those "dessert items," e.g. a wooden dollhouse with wooden peg people (very generic), doll house furniture, new blocks – old blocks are from the addition was built, a little splintery. Also a tea set. Last year just before closing we bought a mat with streets and little cars, added one with buildings as well. We don't have Legos – we do have Build-It programs that include Legos and Lincoln Logs and other building toys. But we haven't done that in a while because we haven't had any programs for a while. Friends started book club again, met out on the lawn. If it's inclement weather, will meet in the Congregational Church where we can spread out. Still need a President, working on that.
5. Communications from the Library Director
  - a. Reorganization Project  
Marie and Patty have been meeting with Sonja and Diane from the City, and Loren Kranz from the Rec Center, about reorganization. Helpful to have people external to the Library to

ask questions about “Why are you doing it this way?” Dividing new organization in restaurant terms: front of house (customer facing), back of house (internal). “Stuff on shelves vs. stuff we do.” One goal is circulation at all floors: the ability to check out at Reference Desk as well as Circulation Desk. All we need is a new gadget to open DVD cases – the rest of the equipment is already available.

- b. Expanded hours began April 5.
- c. Next stage of reopening: Tuesday, June 1 (the day after Memorial Day).
  - i. Added evening and expanded hours:
    - Monday-Wednesday 9:00 AM-8:00 PM
    - Thursday-Friday 9:00 AM-5:00 PM
      - Appointments end 15 minutes before closing.
      - Staff schedules return to pre-COVID status.
  - ii. Discussion favored continuing appointments until June 1, then open without appointments but at half capacity, with masks. Plexiglas is here to stay. Staff will wear masks at public desks. Hand sanitizer will be provided. Visits limited to one hour. We will continue to require computer appointments until newer computers arrive. We’ll continue to provide some sort of curbside service, but modified, maybe not as quick turnaround. Maybe we’ll only run the lists a couple times a day, maybe you get the book next day.  
Officially Dover is open, but unofficially they allow only 20 people, only for an hour. Staff member (e.g. Director) has to go around and tell them when to leave.  
There was discussion of supervised visits (e.g. foster care, parents + social worker). Sometimes these have run a couple hours, but no child can maintain library-appropriate behavior that long.  
Desirable to offer a space other than the Children’s Room, e.g. the Story Time room. However the door to the basement can’t be secured. Trustees recommended getting an estimate and adding to next year’s budget requests.  
Currently we’re quarantining books for a week. But COVID-19 is a respiratory virus; transmission from surface contact has been established as less than 1%. Planning to drop quarantine to 3 days on Memorial Day, then no quarantine after July 4.
  - iii. Full opening.
    - No timeline – hoping for the fall
    - depends on percent of population vaccinated
    - depends on NH caseload
    - No indoor events until maybe the fall. If the cases really drop, there’s no reason we couldn’t, but not under our control.  
Aside: what about the new A/V system in Community Room?  
Halfway done before shutdown. Sonja thinks we could do better.
  - iv. Temporary meeting room policy revision: form to fill.  
It was noted that this is a revision of a policy that’s been in place since 2007, revised in 2017. It does allow for walk-ins. It limits advance scheduling so that no one group will monopolize any given room indefinitely. We will probably revise again this fall.

Accept policy: KN1, CB2  
Peg Higgins, Ward 1: yes  
Samantha Merchant, Ward 2: yes  
Candy Bailey, Ward 3: yes  
Kathy Noble, Ward 4: yes  
Pam Hubbard, Ward 5: yes  
Bruce Jolin, Ward 6: yes  
Nat Goodspeed, City Manager's designee: yes

## 6. Old Business

### a. Board of Trustees Offices / election of 2021 Officers

Pam expressed willingness to continue as chair at least for this year, but she has been on this board since 1998 and chair since 2002 – she never intended this to be a permanent position.

Chair: Pam Hubbard

Vice-Chair: Candy Bailey

Secretary: Kathy Noble

Treasurer: Bruce Jolin

Accept proposed slate: MH1, SM2

Peg Higgins, Ward 1: yes

Samantha Merchant, Ward 2: yes

Candy Bailey, Ward 3: yes

Kathy Noble, Ward 4: yes

Pam Hubbard, Ward 5: yes

Bruce Jolin, Ward 6: yes

Nat Goodspeed, City Manager's designee: **yes**

### b. Trust Funds

Bruce, Marie and Patty attended a meeting with trustees of certain trust funds. They discussed some of the wording in various trusts, which seems very subjective. Those trustees agree that there is definitely some leeway. They will back us up: they will leave it up to the Library Director and Library Trustees to interpret. They *want* us to spend this money: people left it to be used, not to be saved for a rainy day. Changing (e.g.) the sailing trust would necessarily go through probate court, which might take a couple years. But the process is worth starting.

Brian (or maybe his predecessor John?) tried to work on a couple of trusts when there was no family left – in some ways it might be easier to adjust trusts where there's still family around.

NHLTA has conferences where you can learn about being a library trustee: non-public sessions, minutes, legal stuff. A lot of it applies more to town libraries than to city libraries, but networking with other library trustees can be helpful. Membership dues due July 1<sup>st</sup> – Marie will join – 2 more slots. Library will pay \$30 fee. Peg and Bruce volunteer.

## 7. New Business

### a. Meetings during the summer?

The Library Trustees have always taken off July and August. We should meet in June for budget issues, but then take the summer off – unless there's some unexpected change in COVID status.

## 8. Other

Marie's budget presentation went well.

9. Adjourned at 7:54 PM: CB1, MH2  
Peg Higgins, Ward 1: yes  
Samantha Merchant, Ward 2: yes  
Candy Bailey, Ward 3: yes  
Kathy Noble, Ward 4: yes  
Pam Hubbard, Ward 5: yes  
Bruce Jolin, Ward 6: yes  
Nat Goodspeed, City Manager's designee: yes  
Next scheduled meeting will be June 15<sup>th</sup>, 2021 at 6:30 PM.