

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Tuesday, March 23<sup>rd</sup>, 2021**  
**Virtual Meeting, 6:30 P.M.**  
**MINUTES**

1. Meeting Call to Order at 6:31 PM:  
Marie Lejeune, Library Director  
Peg Higgins, Ward 1  
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 February 9, 2021 Regular Meeting, and the February 25, 2021 Special Meeting: CB1, KN2  
Motion to add note to 2021-09-02 about ML removing self, and accept as amended.  
Peg Higgins, Ward 1: 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  
Motion to seal 2021-02-25 and accept: CB1, MH2  
Peg Higgins, Ward 1: 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  
Trusts have not yet been touched this year, will come up again later. No large or unusual expenses. We received a donation this morning, so not in packet, of \$1500: will put us over donation line, will have to get Council approval at next month's meeting.  
We have a set amount that we can accept before going to the Council to have it formally accepted. Marie emailed Finance to see if we should increase the limit or just accept this check – close enough to the end of the fiscal year to leave up to them. This is highly unusual: we almost never get this amount of donations. These are mostly memorial donations. Patty doesn't ever remember receiving over \$1000.  
Proper acknowledgment depends on circumstances. For instance, Norman Castonguay is the grandfather of a Children's Room staff member. He loved history, politics – we will probably spend the majority of that donation on books, and we will put book plates in them.  
We're well within percentages. A couple things might look odd at 100%, but that's because we create purchase orders early on, then might liquidate some at the end of the fiscal year. We're a little low on programming expenditures and Special Events, trying to figure out how to spend them. Children's Supplies expenditures are way down for the same reason: no programs.

4. Friends of the Library Report

MH: Skipping April, next meeting will be in May. We got a \$5000 memorial donation intended for Children's Programming and the rest discretionary.

ML: Suggest Children's Museum, Science Center, Farm Museum passes ...

CB: Updates to the children's computer resource?

ML: We moved that out of the Children's Room: it was considered a virus hazard, because of headphones and keyboard. I don't have an update. It was hugely popular before that.

Discussion of wish list vs. (e.g.) workstation maintenance. Marie will canvass the staff for ideas.

5. Communications from the Library Director

a. FY22 Budget overview

i. Library's budget presentation to Council: April 27, 2021

It's pretty much level. We were limited to 2% cap. Big increase in downloadable books and heating fuel. Collection development has gone up a little to reflect the increased prices of newspapers and magazines, also the loss of fine revenue.

Diane and Sonja suggest changing emerging tech specialist position from part-time to full-time. If we merge the open 25-hour position with the emerging tech position (also 25 hours), converting the present staff member to full time, we could make that change budget-neutral. I have put in an Issues & Options request.

NG: Impact on coverage? 40 hours is better than 25 (while the part-time position remains open), but 40 hours may not be as good as 50 (with both positions filled).

ML: The part-time position has been open since July. It's much more important to have a tech person here full-time. When something comes up, we need to be able to address it right away.

The Trustees also noted that a full-time position is easier to fill and retain.

b. Next stage of reopening: April 4<sup>th</sup>

i. Expanded appointment hours, Plan appended.

ii. Number of staff hours per week remain the same.

6. Committee Reports

None

7. Old Business

a. Board of Trustees Officers

Longevity of present Secretary was noted; discussion of the role of Treasurer.

8. New Business

a. Trust Funds: oversight and use

b. Election of 2021 Officers

PH: Would like to hold elections once we have the full board, so April or May meeting.

CB: Should we bring campaign literature?

PH: We can try to bring some babies to kiss.

9. Other

a. Director Evaluation

Formally it would be time for the annual review for the Library Director. Moot this year.

The current holder of the position has no down-checks for her entire tenure as Director.

b. Helping with community vaccine signup

We did a lot of vaccine signup help with the previous eligibility group; the group that opened up yesterday has not yet come in at all. Maybe this new group has more access and comfort with the Web.

c. Staff vaccinations

Library staff are not considered educators for this purpose: each individual must wait for his/her eligibility group. If all goes well, we should all be vaccinated by July 4<sup>th</sup>.

10. Nonpublic Session Per RSA 91-A:3 II (c), if needed.

11. Adjourned at 7:32 PM: CB1, MH2

Peg Higgins, Ward 1: 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 April 20<sup>th</sup>, 2021 at 6:30 PM.

## Library Reopening Plan-Updated March 2021

Starting April 4<sup>th</sup>, browsing hours will expand as follows:

- Monday and Wednesday: 10:00 -12:00 (appointments end at 11:45) and 1:00-7:00 (appointments end at 6:45).
- Tuesday, Thursday and Friday: 10:00 -12:00 (appointments end at 11:45) and 1:00-5:00 (appointments end at 4:45).
- Saturday: 9:00 -12:00 (appointments end at 11:45) and 1:00-4:00 (appointments end at 3:45).
- The number of Browsing appointment will increase from 5 to eight 8 per hour.
  - The number of Family Browsing appointments will increase to 3 per hour.
- The number of Computer and Copier appointments will increase from 1 each to 2 each per hour.
- The number of Wi-Fi/Study/Newspaper appointments will increase from 1 to 3 appointments per hour.
- There will be no changes to staff schedules (except for one person who already knows that their schedule is being slightly adjusted).

The target date for the next stage continues to be the week after Memorial Day.

- Additional Evening, Expanded Hours and Summer Schedule:
  - Monday, Tuesday and Wednesday: 9:00-8:00
    - First appointments begin at 9:00, and last appointments end at 7:45
  - Thursday and Friday: 9:00-5:00
    - First appointments begin at 9:00, and last appointments end at 4:45
  - Saturday: Closed
- Changes to Staff Schedules:
  - Evening hours will be more widely shared among staff.
  - Staff hours will be spread out over the week, with Full-Time staff working 5 days per week.
  - Staggered meal breaks resume.
- Other changes may include:
  - Increases in browsing, computer and/or Wi-Fi appointments.

Once all staff are fully vaccinated, we will begin easing up on other Covid restrictions,

and moving to a more normal work configuration.