

**James E. Nichols Memorial Library  
Board of Trustees Meeting**

**-Approved 9/28/2020-**

**August 24, 2020**

Minutes

**Call to Order:** Meeting called to order at 10:00am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen; Librarian Jon Kinnaman. Due to the COVID-19 situation, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by S. Heath that: The Minutes of July 27, 2020 be approved as written. Passed unanimously.

II. **Ongoing Business**

A. **Treasurer's Report:** S. Heath distributed her Report. Expenses for July were \$4,286.77. The \$50.00 under *Special Projects from Gifts* was for annual membership in the NH Preservation Alliance; the \$1,486.57 under *Books & Periodicals* reflects that the Librarian has resumed ordering Library materials. There were no deposits to the MVSb account during July. Motion by K. Ponton, seconded by S. Whalen that: The Treasurer's Report for July be accepted. Passed unanimously. Motion by K. Ponton seconded by B. Miller: To accept the donation of 12 books from 9 donors (4 anonymous). Passed unanimously. The names of the donors will be kept in a confidential file to protect their privacy. The Librarian has sent out thank you letters.

B. **Librarian's Report:** J. Kinnaman presented his Report (see attached).

1. **Curbside Checkout/Circulation:** Various options for improving curbside pick-up by increasing the hours offered were discussed. After discussion, it was agreed that allowing patrons to pick up materials at their convenience was the best option, rather than having the Librarian continue to bring any uncollected materials back inside the Library 30 minutes before closing. The Trustees were not supportive of adding additional staff members at this time. Nearly all books borrowed from the Library through interlibrary loan have been returned.
2. **Library Re-opening:** Due to continued concerns for the health and safety of Library staff and the public, consensus was that reopening the Library, even on a limited basis by appointment, would not be considered until sometime after October 12, 2020. The sneeze guard has been received and positioned on the Library's front desk.
3. **Librarian's Schedule:** J. Kinnaman will continue working 18 hours per week. Motion by B. Miller, seconded by K. Ponton: To accept the Librarian's Report. Passed unanimously.

C. **Committee Reports**

1. **Building Committee:**
  - a. **HEB Proposal:** A. Nichols reviewed in detail with the Trustees the proposal prepared by HEB Engineering to address the Library's moisture and drainage issues. K. Ponton reported she asked the NH Division of Historical Resources whether the Armtex foundation wrap was acceptable under the *Secretary of the Interior Standards for Rehabilitation of Historic Buildings*. The NHDHS was not familiar with the product. B. Miller will contact Emma Stratton, American Independence Museum Executive Director, to ask whether a foundation wrap was used for the Ladd-Gilman House foundation repairs. A. Nichols suggested the HEB proposal, as written, be used to solicit bids for the project, when the time comes. She also recommended that installing a gutter system to carry water away from the building might be considered before pursuing more extensive drainage work. A. Nichols will ask to be placed on the agenda for an upcoming meeting of the Board of Selectmen to discuss the HEB proposal. The HEB invoice will also be forwarded to the Selectmen for review and payment.
  - b. **Library Steps:** A. Nichols reported that on August 21, 2020, the Librarian noted that

some of the front steps to the Library are loose. She will bring this to the Selectmen's attention.

2. **Other Committees:** No reports.

### III. New Business

A. **Alternates:** Alternates are still needed for three (3) alternate positions on the Library Board. A. Nichols will phone two (2) individuals who may have an interest in serving as alternates and invite them to the next Trustees' meeting.

B. **Computer Hub:** S. Heath reported that on August 3<sup>rd</sup>, an electrical interruption caused the Library's computer hub to crash and WiFi was lost. After discussion with Steve Jussiff of Adel-XT, J. Kinnaman performed a temporary fix until a new hub could be ordered and installed. S. Jussiff quoted \$580.00 to purchase and install a higher level UPS that would allow more equipment to connect. A. Nichols thought this price was a bit high for a hub and questioned whether the Library computer is on a protection plan. S. Heath will seek additional information from S. Jussiff. K. Ponton suggested that the Library's computer/IT needs should be put out for bid. A. Nichols suggested the Moultonborough, Meredith and Sandwich libraries be asked whom they use. Due to time constraints, further discussion and action postponed to next meeting.

### IV. Other Business

A. **Response to Library Alarms:** The Trustees discussed whom the appropriate person should be for the alarm service to contact when an alarm is triggered at the Library. Consensus was this should be a Town employee, for example Fire Chief Manville. A. Nichols will speak with Chief Manville. Since staff have had trouble adjusting the timer for the exterior lights, S. Whalen volunteered to have Bob Beem teach her how to set the timer at the change of seasons and after a power failure. Recognizing B. Beem's service to the Library over the years will be added to the agenda for the next Trustees' meeting.

B. **Janitorial Service:** S. Heath reported that Crane Maintenance is cleaning the Library one day a week on Tuesday mornings. She will check with him about his cleaning and disinfecting procedures in light of the pandemic.

**Adjournment:** Motion by S. Whalen, seconded by B. Miller to adjourn at 11:30am. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary  
att (1)

## Librarian's Report and Use Statistics, July-August, 2020

**Circulation, July.** Library holdings. 238 items were borrowed by 50 patrons (117 fiction, 23 non-fiction, 23 recorded books, 59 DVDs, 14 JUV). 16 patrons borrowed 5 or more items. NHDB: 203 downloads by 39 users. Hoopla: 21 uses by 9 patrons (16 recorded books, 5 videos). Kanopy: 14 plays by 4 patrons. Total 476 items in all formats used by 102 patrons. Conversations indicated some patrons are preferring downloaded books to curbside borrowing. 21 patron loans remain outstanding from March; the patrons holding these items have been contacted.

**Interlibrary Loan.** The state van service began picking up and returning pre-shutdown interlibrary loans last week. Our first return bin, containing 45 items, was received Friday, 8/13. 58 interlibrary items remain outstanding. The next return delivery is scheduled for Friday, August 20.

**Mask Requirements:** According to the NH Municipal Association, Select Boards under RSA 41:11-a (management of Town property) and Library Trustees under RSA 202-A:6 (management of public library property) have the authority to mandate that people entering a town building or library wear a face covering.

**Town Hall Opening and Protocols.** The CH Town Hall is admitting people by appointment. Visitors are required to answer a health survey and wear masks. Visitors there are restricted to the lobby while staff are in their offices. Visits are brief, sufficient to take care of needed business. Access to library computers and browsing would involve longer visits and less separation.

**Library Ventilation Concerns.** Several inquiries were made into the issue of library ventilation, with some concerning results. A representative at Home Energy noted our AC/Heat Pump does not effectively filter interior air, given the height of its placement. Meanwhile the fan's arc directs air toward the center of the room, which is where the circulation desk is. Our winter heating also has no provision for filtering. Several studies indicate that closed systems such as ours trap and recirculate aerosols containing the virus. A U-Cal study indicates that fresh air "can effectively dilute the concentration of the coronavirus in enclosed spaces. It bypasses ductwork [and] increases total air change rate as well" (see articles below). Unfortunately, the Nichols Library has no means of introducing fresh air into the building's interior. Lori Fisher from the state library observed that "some small libraries are not allowing the public access to their building except by a one-on-one appointment, due to the construction/size of the building and the concerns of the staff person/trustees".

**Extending curbside service.** One of the frustrations patrons are experiencing with curbside service is the narrow range of pickup times. Also, several patrons have asked about Saturday access. Our next step might be to extend the number of days curbside service is offered. To do this, it might be advisable to engage additional staff, so that trained backup is available should the librarian become in any way incapacitated.

**Reopening Timetable.** There are several reasons for concern regarding a premature reopening. Many of our summer visitors stay through Columbus Day, which increases Center Harbor's contact pool. Bike Week is being held this week despite the pandemic; its potential impact on the local population will not be known for several weeks. Bike Week will be followed by school reopenings, which in other parts of the country have been followed by fresh outbreaks. Our situation is not comparable to the Town Hall, which is admitting people by appointment, because their visitors are restricted to the lobby, while library users want to roam. With these considerations in mind, we might want to delay building access at least until summer residents depart and the impact of school classes is known.

**Online Browsing Instruction.** An online guide was posted online on 7/28. This information was also sent out to our email list and posted to local news media.

**Gifts Received.** So far, 12 purchases from the wish list have been verified (the original estimate was high). See attached list.

## **Appendix.**

mSystems. [Environmental Considerations To Reduce Transmission](#)

EPA. [Increase Ventilation To Protect vs Covid-19](#)

CDC. [Workplace School and Home Guidance](#)

NYT. [Air conditioning and CoronaVirus.](#)

ABC. [Ventilation Systems..Can Spread CoronaVirus.](#)

Chicago Tribune. [Confirmation of infectious coronavirus retrieved from hospital air](#)

Forbes. [Keep AC Off, Open Windows Instead.](#)

NPR. [How to Lower Covid-19 Risk](#)