James E. Nichols Memorial Library
Board of Trustees Meeting

-Approved 11/9/2020-

October 26, 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; Member of the public: Ann Xavier (resident) until 10:52am. Due to the COVID-19 pandemic, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

I. **Review/Approval of Minutes**: Motion by B. Miller, seconded by S. Whalen that: The Minutes of September 26, 2020 be approved as written. Passed unanimously.

II. **Ongoing Business**

A. **Treasurer's Report**: S. Heath distributed her Report. Expenses for September were $2,781.86. . Income from the Nichols Trust of $8,980.00 was received and deposited. S. Heath was notified that the Selectmen would like information about the proposed 2021 Library budget presented at their December 2, 2020 meeting. Motion by S. Heath, seconded by S. Whalen that: The Trustees meet on November 9, 2002 at 10:00am specifically to prepare the 2021 budget. Passed unanimously. Consensus was to plan for salaries at 75% of FY 2020. Motion by B. Miller, seconded by S. Whalen that: The Treasurer's Report for September be accepted. Passed unanimously.

B. **Librarian's Report**: J. Kinnaman presented his Report (see attached).
  1. **Re-opening**: Considerable time was spent discussing when it would be safe, reasonable and feasible to re-open the Library building to the public, even on a limited basis. A. Nichols noted that Meredith, Sandwich, Holderness, and Moultonborough libraries are open, albeit with restrictions. J. Kinnaman expressed concern that there is no outside air exchange for ventilation in the Library, and that social distancing in the small building would be difficult. He would not feel comfortable allowing the public in the Library until the number of COVID-19 cases drops and the Governor ends the state of emergency. Both he and the Trustees agreed that patrons would not be allowed in the stacks. The Trustees thought the main reading room and the computers could be available as there is room to social distance. Also, the sneeze guard is in place at the front desk. J. Kinnaman was asked to develop a plan for possibly re-opening the Library (Stage 4) on a limited basis by the end of the year. A. Nichols referred J. Kinnaman to the *Reopening NH Libraries Task Force Best Practices Document, revised September 28, 2020* and the *Governor's Economic Task Force Safer at Home Universal Guidelines, updated October 6, 2020*. Motion by A. Nichols, seconded by B. Miller that: The Librarian's Report be accepted with the addition of the links to the revised *Best Practices* and *Safer at Home Guidelines* and correcting "infrequent users" on page 2 to "one (1) loan per quarter". Passed unanimously.
  2. **UPS Systems**: J. Kinnaman inadvertently attached two (2) copies of his report on UPS systems to his monthly Report. Discussion postponed to agenda item III.B *IT Service Provider* (see below).

C. **Committee Reports**
  1. **Building Committee**: Postponed to next monthly meeting.
  2. **Policy Committee**: Postponed to next monthly meeting.

D. **Other**: J. Kinnaman was asked to provide his signed copy of the *Employee COVID-19 Illness Policy* to A. Nichols.

III. **New Business**
    A. **Potential Alternates**: A. Xavier expressed her willingness to serve as an Alternate. <u>Motion</u> by K. Ponton, seconded by S. Whalen to: <u>Recommend to the Selectmen that A. Xavier be appointed an Alternate for the Library Board of Trustees. Passed</u> unanimously. A. Nichols will notify the Selectmen. She has spoken with both Alice Hanson and Karen Ullman, who are also interested in serving but were not able to attend today's meeting.

    B. **IT Service Provider**: Consensus of the Trustees was to explore what IT services Lakes Region Computer (LRC) could offer the Library. S. Whalen noted that since the Town is now using this company, it would be an opportunity to consolidate the services needed by both the Town and the Library under one local vendor. B. Miller said the Moultonborough and Sandwich libraries already use LRC, so they are familiar with library software, such as Atriuum. B. Miller offered to contact those libraries to see if they have a contract or a fee-for-service plan. A. Nichols will arrange for an initial meeting with an LRC representative at the Library, followed by a meeting with the Trustees on either November 9th or 23rd.

IV. **Other Business**
    A. **Librarian's Self-evaluation**:   The Trustees have not received the Librarian's self-evaluation for 2019-2020.
    B. **Other**: S. Heath informed the Trustees that the Library will be a beneficiary of the estate of a resident and long-time patron who recently passed away. The Trustees extended their deepest appreciation for her generosity.

V. **Non-public Session**: At 11:17am, <u>motion</u> by A. Nichols, seconded by B. Miller: <u>To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed</u> unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, S. Whalen-yes.   J. Kinnaman was not present for the non-public session. At 12:29pm, <u>motion</u> by K. Ponton, seconded by S. Whalen: <u>To end the non-public session. Passed</u> unanimously.

VI. **Meeting reconvened** by A. Nichols at 12:31pm.

Adjournment: Motion by S. Whalen, seconded by B. Miller to adjourn at 12:31pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
 att (2)

CORRECTED: Librarian's Report and Use Statistics, September-October 2020

Reopening update. The Governor's state of emergency declaration was [extended to November 1st](#). New COVID cases in NH last week were in the 90-100 range. Cases were reported in the Inter-Lakes and Gov. Wentworth school districts. There are predictions of a rapid acceleration of cases in the coming weeks. On the 10/22 NH library directors videoconferences, 19 of 90 represented libraries are still closed to the public.   Another 19 limit access to an appointment basis.
.

CDC Redefines Contacts Leading to Exposure. The CDC has expanded its definition of close contacts leading to COVID exposure. Previously, the CDC described a close contact as someone who was within six feet of someone who was infectious for fifteen minutes or more.   It is now some who has had 15 minutes of *cumulative* exposure to multiple infectious persons over a 24 hours period . They cited the case of a correctional officer in Vermont who appears to have contracted the coronavirus during "multiple brief encounters" with six incarcerated people who had Covid-19.

Monthly activity and Interlibrary Loan. Physical collection. 174 items were borrowed by 65 patrons. 21 patrons borrowed 3 or more items. They borrowed 82 fiction, 29 non-fiction, 26 recorded books, 32 DVDs, and 5 Juvenile items. Downloads and streaming. NHDB: 203 downloads by 38 users. Hoopla: 28 uses by 7 patrons (14 recorded books, 14 videos & TV). Kanopy: 5 plays by 1 patron. Total 436 items in all formats used by 102 patrons. 33 new items were added in September mostly fiction (18) and DVDs (10) Since interlibrary loan resumed, we have borrowed 7 items for CH patrons and have lent 38 items to other NH libraries.

Outreach. Patrons have been informed about the return of ILL services, expanded pickup times, and arrival of new materials via newsletter and social

media. In the third quarter patron activity, which dovetailed with opening curbside service, we 84 unique users. There were 9 core users (5 loans or more per quarter), 32 casual users (2-4 loans per quarter), and 42 infrequent users (3 or less loans per quarter).

Collection Development Lead time for orders is being increased to allow slower response times from vendors. Baker and Taylor, our primary vendor, is a month behind in deliveries

Appendix.
Governor's CV Task Force. [State of Emergency Extended](#)

Governor's Economic Reopening Task Force. [Safer at Home](#). Revised 10/6/20

NHLA. [Reopening NH Libraries](#). Revised 9/28/20

CDC. [Definition of 'Close Contacts,' Expanded after Study Suggests Covid-19 can be Passed in Brief Interactions.](#)

WMUR. [Coronavirus in New Hampshire](#).

Times. [COVID in the US: Map and Case Count](#) (10/21/20).

CNN. [Hospitalizations Continue to Rise](#).

First Quarter: January 1- March 18, 2020

Library activity up to the pandemic emergency closure.

Circulation.

1628 items. 700 Fiction, 211 Non-Fiction, 43 Juv, 104 CDs, 495 DVDs, 77 ILL.

Patron activity.

Physical materials. 124 borrowers, 27 core users (5 or more per quarter), 55 casual users (2-4 items per quarter), 42 infrequent users (3 or less per quarter).

Streaming and downloads.

NHDB: 354 downloads by 52 unique users.

Hoopla: 48 plays by 24 patrons thru 3/18

Acquisitions.

49 Fiction, 18 Non-fiction 13 Juv 9 CDs 42 DVDS

Interlibrary Loan:

77 items borrowed from other libraries.

116 items loaned to other NH Libraries

Second Quarter: Math 19- June 19th.

No circulation of physical materials or acquisition of new materials during the first stage of pandemic emergency. All library activity was online. Patrons borrowed 873 items from our virtual resources. The library facilitated this activity by issuing new cards and providing help via email and phone contacts. Use during this quarter was as follows.

Total transactions: 873

NHDB: 692 downloads

Kanopy: 68 items streamed; patron info N/A

Hoopla: 113 items streamed

Report re UPS Systems in NH libraries

I was tasked to find out what libraries in our region and statewide were undergoing similar upgrades. Libraries were queried in the SAM forum and the NH librarians discussion forum.

Survey Results. The upgrade being proposed is from a standard battery backup (standby system), UPS to a power management UPS, which in addition to protecting against spikes and blackouts, automatically adjusts incoming voltages for power sags and surges without engaging the battery.

Libraries using standby UPS backups include Moultonborough, Belmont, Bristol, Gilford and Tilton. This is what we are using now. Libraries using power management systems include Laconia, Wolfeboro, Franklin, Plymouth and Pembroke, Hampton. Tamworth and Meredith are not using power backups.

About Standby and Power Management UPS Systems.

Standby UPS devices only engage when blackouts or rapid surges occur. They do not provide protection from lesser but more frequently occurring power abnormalities, such as brownouts, rolling surges and line noise. Also, when a standby UPS engages during a blackout, there is a momentary hiccup in the power supply, which can be harmful to equipment.

Power management systems regulate incoming power, providing protection against fluctuations in the incoming AC power. There are two types of power management. Double conversion (PFC) systems convert incoming AC power to DC in the battery, then re-converts it back to AC, forming an even sine wave to power the computer. This is the purest form of power supply available. In-line systems use an automatic voltage regulator (AVR) to detect abnormalities and create a simulated sine-wave to maintain an even power supply.

Both double conversion and in-line UPS devices vary in price depending on power rating and the sophistication of the management software. The CyberPower buyers guide recommends a VA rating of 900-1500VA for a small home or business network. Mini-tower form factors in either AVR or PFC formats are recommended for network servers and equipment. These are being used at Plymouth, Hampton and Pembroke. Prices start at $119 for AVR units rated at 900VA. The unit recommended by Steve is a PFC mini-tower rated at $1550VA. More expensive

rack mounts units are in use at Wolfeboro, Franklin and Laconia.

There is mixed opinion on whether a double conversion (sine wave system) needed for a small network or routine office applications. CyberPower's website indicates it is mainly needed for high end audio or lab equipment (see Buyers Guide, linked). A comment on the CyberPower discussion forum noted that "unless you run some sensitive scientific, medical, or audio equipment you don't really need it. If there's a need, the documentation will usually clearly highlight it". Steve, however, advocates the double conversion/PFC system.

[CyberPower products guide](#).

[Pure Sine Wave vs Simulated Sine Wave](#).

[APC vs CyberPower](#)

[Best UPS for Home and Small Business.](#)

[The Best UPS](#).

[What are Surge Protector Joules](#)