

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

-Approved 6/22/2020-

June 15, 2020

Minutes

Call to Order: Meeting called to order at 10:01am via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Gayle Lacasse, Bette Miller, Shannon Whalen, Karen Ponton (Alternate); Librarian Jon Kinnaman; Absent: Susan Gurney (Alternate). 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 S. Heath, seconded by S. Whalen that: The Minutes of June 8, 2020 be approved with the following amendment to the *Procedure for Processing Returns*: change the phrase "four minutes" in the last paragraph, line 7 to "30 seconds" and add "If a disinfecting wipe is used, the surface must be kept wet for a minimum of 4 minutes". Passed unanimously.
- II. **Ongoing Business - Librarian's Report:** J. Kinnaman presented his Report for the past week (see attached). He contacted the Library Assistant to let him know a date for his return to work has not yet been set, and informed the temporary/seasonal circulation assistants that they may not be needed this summer. There was some discussion about need for a second barcode scanner and the flexibility offered by a Bluetooth model, albeit at a higher price. The Trustees recognized that staff should not share equipment, given COVID-19, but postponed further discussion as J. Kinnaman is the only staff member working in the Library at present. S. Heath asked if the Librarian should now return to full-time status; J. Kinnaman said there was not enough work for him to do to justify the additional time. S. Heath asked how many of the approximately 300 books that were still out on loan prior to the Library closing had been returned to the dropbox; J. Kinnaman said he has processed about 100-150 returns

The Trustees briefly considered whether to purchase a library pass to the Squam Lakes Science Center. Motion by S. Heath, seconded by S. Whalen: To not purchase a library pass to the Squam Lakes Science Center for this season. Passed with four (4) votes in favor; G. Lacasse voted against. J. Kinnaman reported he has not yet begun ordering books because he has not yet contact Baker & Taylor to set up delivery; he will do so today.

Given time constraints, Trustees were asked to send their initial comments on the first draft of a procedure for curbside pickup (see attached) to J. Kinnaman as soon as possible. He will then revise the draft and email it to the Trustees by Wednesday afternoon so that they can review it in preparation for their next meeting on June 22nd. A. Nichols suggested that advising patrons to wear masks for curbside service and allowing patrons to borrow up to 20 items be deleted from the draft.

J. Kinnaman reported he left a message for Crane Cleaning & Maintenance asking what the plans are for cleaning the Library, given COVID-19, but he has not heard back. A. Nichols directed he obtain this information for the June 22nd Trustees' meeting. S. Heath questioned whether weekly cleaning is needed, given only one staff is working in the building, and suggested J. Kinnaman empty the day's trash in the dumpster behind the Town Hall for the time being. S. Heath offered to check with Selectmen's Administrative Assistant R. Woodaman about what cleaning is currently being done at the Town Hall.

The Trustees continued their discussion from their last meeting about bags for curbside pickup. S. Heath reported that 1,000 non-recyclable plastic bags could be purchased for \$30.00. K. Ponton reported she found the biodegradable, recyclable plastic bags S. Whalen suggested online from webstaurantstore.com at \$33.65 (with shipping) for 500 bags. Motion by S. Whalen, seconded by B. Miller: To purchase the recyclable plastic bags. Passed unanimously. S. Heath reminded J. Kinnaman that since this purchase will require using the Library credit card, he must notify her the

instant he places this order. J. Kinnaman shared his thoughts about a possible schedule of three (3) days a week for curbside pickup. Patrons would probably prefer Monday and Friday mornings, which are usually the busiest days, but Mondays conflict with the Board of Trustee meetings. Some Trustees wondered if patrons would want Saturday pickup, but J. Kinnaman said Saturdays are not as busy as Mondays and Fridays. S. Heath suggested that materials be picked up by 2:00pm or so before the Librarian leaves at 3:00pm. Given time constraints, he was asked to propose a schedule for curbside pickup for consideration at the June 22nd Trustees' meeting. G. Lacasse asked about a target date for starting curbside service. Consensus was that the Trustees hope this service can be started by mid-July.

K. Ponton recommended that the Trustees adopt a COVID illness policy before starting curbside service. She obtained a copy of the sample *Employee COVID-19 Illness Policy* referenced in the *Reopening NH Libraries Task Force Best Practices Document*, which she forwarded to the Trustees this morning. A. Nichols asked K. Ponton to review and revise the sample *Policy* for the Trustees to consider at the June 22nd meeting.

J. Kinnaman was directed to draft procedures for cleaning the Library in light of COVID-19 (see attached), and to email the draft to the Trustees by Wednesday afternoon.

K. Ponton reminded the J. Kinnaman that the Board had requested information on budgeting for Kanopy, including possibly capping the number of views to contain costs. She also asked for the results of the Kanopy survey the Librarian had conducted, as well as a copy of the survey for the file. In addition, K. Ponton asked about the air conditioning in the Library, since S. Heath had found it off the week before, and if the motion sensor for the restroom light had been fixed. J. Kinnaman reported the air conditioning was working. S. Heath said the electrician had planned to come, but then the building was closed due to COVID-19. She felt the repair could wait for the time being.

K. Ponton suggested that a letter from the Trustees providing an update on plans for the Library re-opening be posted on the website; A. Nichols will draft and circulate to Trustees for comment.

- III. **Other Business:** A. Nichols announced that the Meredith Library is looking to store 65-80 boxes of donated books for their booksale at someone's house while the building is under construction. Please contact the Meredith Library if interested.
- IV. **Next Meeting:** The Trustees briefly considered holding the June 22nd meeting in person rather than via Zoom.com. S. Heath will see if the Cary Mead Room at Town Hall is available.

Adjournment: Motion by G. Lacasse, seconded by S. Whalen to adjourn at 10:58am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary pro-tempore
att (3)

LR 6/12/2020

Reopening Updates

Governor Sununu is [easing the stay at home order](#) effective June 15th at midnight for [social distancing and a "safer-at-home"](#) policy. Lori Fisher (Administrator of Library Operations, NHSL) recommends that trustees "communicate with the public regarding the stage you are in, without promises about when the next stage will start. Again, safety of staff and public supercede anything else right now." Attached is an updated draft of procedures for curbside pickup, Employee Illness Policy, draft cleaning procedures.

Staff updates. Glenn, Kim and Lois have been communicated with regarding our uncertain schedule. Glenn was informed that we would be unlikely to ask him back before July. Kim and Lois were informed that it was uncertain if we would have hours to offer this summer. Crane Maintenance has been contacted regarding resuming services and CDC compliance.

Supplies. The library has a sufficient stock of PPE and cleaning agents to resume checking out materials. Fifty new plastic bags were acquired from EM Heaths to meet supply needs until an order in quantity can be placed. A quote for bagging options was acquired from Uline. Recycled paper bags are .11/1000 Colored plastic bags are .5/1000. Keyboard skins for staff workstations (2) ordered.

[The WHO and CDC has not changed its position on presymptomatic or asymptomatic transfer of COVID-19](#), which points toward the advisability of using cloth face coverings when handling materials. The DHHS says [cloth coverings can be laundered and re-used](#) (see link). With that in mind, it is recommended that their use be required for all circulation transactions, while handling new items and if more than one person is present in the building.

Honeywell offers barcode scanners that are compatible with our system. The Voyager MS9520 (\$164), a fixed usb model, and the Honeywell Voyager 1452 Bluetooth model (\$295) can be used both with a sub connection and as a mobile hand-held device. In the latter mode, it can be used in the stacks for inventorying and weeding.

Summer Programs. Squam Lakes Science Center is offering library passes, with the following changes: admissions with the pass are \$10/person up to and not to exceed four persons. Pass users must register for a specific date and time to manage traffic on the trails. The fee for the library pass is \$300. Center Harbor has cancelled all of its summer recreation programs.

Community Engagement. Promotions on social media, email and the press included our wish list, Kanopy, and the opening of the drop box.

Collections. Three wish list items were purchased at Bayswater. The wishlist was featured in social media and the press this week.

Policy Manual. No updates.

Directors Report of Hours Worked: The librarian worked 18 hours through Friday at 1pm. This included developing procedures (6), researching supplies (2), reporting (2) library maintenance (4 hours), video conferences (2), community engagement (2).

The week ahead and beyond: Priorities for the upcoming week include ongoing work on procedures for staff use of the facility and preparing for limited acquisitions and circulation.

Appendixes

ALA Exec. Board. [ALA stands with BCALA in condemning violence and racism towards Black people and all People of Color.](#)

Pandemic Response

NHSL. [COVID-19 Resources.](#)

CDC. [How COVID-19 Spreads.](#) Updated 5/22/2020

Brmage, Erin. [The Risks-How to Avoid Them.](#)

Wen, Leana. [Four concepts to assess your personal risk as the U.S. reopens.](#) Washington Post, 5/21/2020 ([Leana S. Wen.](#)

MIT Technology Review. “[Loud talking could leave coronavirus in the air for up to 14 minutes.](#)”

Ed Young, [America’s Patchwork Pandemic.](#) Atlantic, 5/20/2020.

Reopening Updates.

Governor’s Task Force on Economic Reopening Task Force. “[Official Meeting Minutes.](#)

NHSL Task Force. [Reopening NH Libraries Best Practices Document.](#)

Primex/NH Municipal Assoc. [Webinar on Reopening Public Buildings.](#) June 3 release; registration is now open.

OCLC, IMLS & Battelle. [Reopening Archives, Libraries, and Museums Project:](#) A COVID-19 Research Project.

WMUR [Some NH Libraries Begin to offer books.](#) 5/13/20

Sanitizing Collections and Workplaces

Battelle. [Preliminary Literature Review for the Natural Attenuation of SARS-CoV-2 as a Decontamination Approach](#) (see 3.2 survival SARS-3 on material surfaces).

DHHS. [Using Cloth Face Coverings to Help Slow the Spread of COVID-19.](#)

New England Journal of Medicine. [Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1.](#)

Northeast Document Conservation Center. [Disinfecting books and other collections.](#)

IMLS, CDC. [Guidance for Disinfecting Returned Library Books.](#)

Sample Policies

NHSL. [Staged Reopening Resources Links.](#)

Johns Hopkins University. [Report on phased reopening](#) (Revised, 4/17/2020)

Jaffrey PL. [Interim Service Policy](#)

DRAFT 2 Procedures for Curbside Checkout

Placing Requests

Patrons will be asked to send requests through their library catalog accounts (Atrium). Staff will also monitor phone messages and email for requests. Requests must be made in advance. Same day requests will be rolled over to the next pickup day. The library building will not be available for browsing.

Checkouts

Staff on duty will check the advance reserve list and prepare these materials for checkout. Staff will wear a cloth face covering while handling materials to be checked out, to protect materials from staff aerosols. Before handling, staff will wash hands. Nitrile gloves are available if staff is more comfortable using them. After scanning out books to the patron, staff will wipe the items with a paper towel lightly sprayed with a 70% isopropyl alcohol solution or a disinfecting wipe and let dry. Materials will then be put in a new bag and have the patron's name attached. Wash hands at the completion of bagging; if using gloves, remove and wash.

Notification and Pickup

Patrons who placed reserves through the catalog will be automatically notified by email that their items are ready. Patrons who placed reserves by email or phone will be replied to in kind. Staff will place book bags on stone bench(es) for pickup. One of the folding tables can be used if there is a large number of requests. Patrons will be advised to wear cloth face coverings when picking up items. Staff are not to carry materials out to patrons at the door or help carry items to patrons vehicles.

In case of inclement weather, patrons will be notified to make an appointment to pick their items. Appointments will be offered every 15 minutes. When patrons arrive for pickup, they will call the library by cell phone. Their bags will be passed through the door for patrons to come up and retrieve. In this alternative, both patrons and staff should wear face coverings. At closing time, materials which have not been picked up will be brought back inside and held for the next designated pickup period.

Schedule for Pickup.

Three days a week are recommended to begin with. Since Monday is a meeting day, a WFS or THFS schedule might be advisable. The pros of a schedule that includes a weekend day or which is weighted to the end of the week would have to be weighed against a longer wait period earlier in the week.

Q and A for patrons about Curbside Service. To be shared on website, social media, newsletter and local press.

What is the library doing to make materials safe for me to borrow? All materials returned to the library are quarantined for a set number of days, based on the best available medical research, then wiped down before being reshelfed. Library staff take safety precautions, including wearing face coverings when handling materials and continuously washing hands and cleaning surfaces throughout the day.

How many items can I borrow? If you're still wondering if you can borrow items for others, be aware each cardholder may borrow up to 20 items at a time, including a limit of 5 videos.(2 new).

Can I come into the library just for a few minutes to browse the shelves? Unfortunately, not at this time. For the safety of all during this time, only staff will be allowed in the building at this time.

What if I don't know what I want to read or watch, or what you have available? Give us a call! Our librarians are happy to talk with you on the phone, by email, or in an online Zoom meeting to help make recommendations based on your interests and reading history.

Can I borrow items for friends and family? Why not encourage them to sign up for their own library card? To sign up, call 603-253-6950.

How will I know if my requests are ready to be picked up? If you place holds online with your library account, you will receive an automatic email confirming the item(s) are ready. If you place holds by sending an email to the library, you will receive a phone call confirming the items will be ready for pick-up.

Processing New Materials for Circulation. Open shipping cartons and transfer materials to the long table in the meeting room for processing. Wash hands between opening cartons and transferring materials. Cover, tag, and catalog items as usual; set aside reserves. Wear cloth face covering throughout the process.

Integrated Schedule of Return Processing and Checkouts.

Process advance requests for curbside pickup and place in pickup area. Clean work area.

Notify phone and email patrons that materials are available for pickup.

Process books that are ready to come out of quarantine. Clean work area.

Process new materials, if available. Clean work area.

Bring in books that haven't been picked up. Empty dropbox. Clean work area.

PPE and Supply List

Masks (have 20, from town EM/DHS). Reusable.

Nitrile gloves (have 50, from town EM/DHS). Staff option.

Receiving container for dropbox (have 3).

Keyboard skins; Dell KB216 ordered (2)

Barcode scanner. Fixed usb and bluetooth from Honeywell.

Bags for circulating materials. Have starter supply and prices.

Soap, alcohol based cleanser, spray bottles. On hand.

Cleaning and Disinfecting Procedure Draft 1

Library Staff

Practice routine cleaning of frequently touched surfaces. This includes door handles light switches, desktops, phones, workstations, climate control board, keypads and mouse, copy and fax machines, and toilet facility.

Separate computer workstations and and phones for staff might be considered.

Surfaces and objects in public places, such as computer workstations and reading tables should be cleaned and disinfected before and after each use.

High touch surfaces should be clean and disinfected more frequently.

Use a [EPA-registered household disinfectant](#). On hand sanitizers include 70% alcohol and soap and water solutions.

The efficacy of alternative disinfection methods, such as high intensity UV radiation, and LED blue light against COVID-19 virus is not known, so *these are not acceptable substitutes for provided cleaning agents*.

Lightly spray disinfectant on a paper towel and wipe surface to be cleaned. Keep surface wet for a period for 4 minutes. Make sure cleaning area is well ventilated.

For electronics, such as tablets, touch screens, keyboards, remote controls, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly. Consider putting a wipeable cover on electronics (2 ordered).

Wash hands at beginning and end of shift, and as specified for specific procedures such as checking materials in and out, or processing new materials. Additional key times to wash hands include after blowing one's nose, coughing, or sneezing, after using the restroom, and before eating or preparing food.

Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

It is advisable to wear skin protection and consider eye protection. Disposable nitrile gloves are available for staff use.

Procedures for Janitorial Staff

For soft surfaces such as carpeted floor, rugs, and drapes, [vacuum as usual](#).

For other surfaces, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Wear disposable gloves and a cloth face covering for all tasks in the cleaning process, including handling trash.

Wash hands before and after work. Additional key times to wash hands include after blowing one's nose, coughing, or sneezing and after using the restroom.

Cleaning and disinfecting your building or facility if someone is sick

Wait at least 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment.

[Vacuum the space if needed](#). Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

Once area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.