

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

**-Approved 4/13/2020-**

**April 6, 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, Susan Gurney (Alternate), Karen Ponton (Alternate-voting for S. Whalen); Absent: Shannon Whalen; Librarian Jon Kinnaman (except for non-public sessions). 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 March 30, 2020 be approved with the corrections to Item II.C.1 deleting the phrase "and includes \$15.00/month for cable." and to Item II.C.7 deleting the phrase "starting next week" and inserting "in the future". Passed unanimously.

II. **Ongoing Business**

A. **Librarian's Report:** J. Kinnaman presented his Report for the past week (see attached). The Trustees sought clarification about the number of hours worked last week and use of one (1) personal day. There was discussion about the use of personal time and how it is documented for payroll records. Motion by K. Ponton seconded by G. Lacasse that: One (1) personal day not be counted for last week. After discussion, the motion was defeated 3-2 with S. Heath, B. Miller, and A. Nichols voting against and G. Lacasse and K. Ponton voting in favor. S. Heath emphasized the importance of keeping careful track of the Librarian's hours, especially if those hours may be reduced in the future. J. Kinnaman summarized this morning's conference call with other NH librarians. Nearly all libraries have furloughed hourly staff; most are retaining salaried staff but some have cut back their hours.

B. **Non-public Session:** At 10:51am, motion by A. Nichols, seconded by S. Heath: To go into a non-public session per RSA 91-A:3, II (a) to a discuss personnel matter. Passed unanimously. Roll Call: G. Lacasse-yes, S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes. J. Kinnaman was not present for the non-public session. The Trustees discussed concerns related to Library personnel which have been raised by the emergency closing the Library to the public and staff due to the COVID-19 pandemic.

At 11:40am, motion by K. Ponton, seconded by S. Heath: To end the non-public session. Passed unanimously.

**Meeting reconvened** by A. Nichols at 11:40am. J. Kinnaman rejoined the meeting. J. Kinaman was asked for his input on possibly being furloughed or if his preference would be to use accrued sick/personal time. He recommended that a full furlough not be implemented, and identified work needing to be done, specifically, provide updates to the public about the Library, review the *Policy Manual*, community research, maintain ongoing communication with other NH librarians, and post to the webpage. He suggested continuing another week of working full-time hours, with the Trustees reviewing this week-to-week.

**Non-public Session:** At 11:52am, motion by K. Ponton, seconded by S. Heath: To go into a non-public session per RSA 91-A:3, II (a) to a discuss personnel matter. Passed unanimously. Roll Call: G. Lacasse-yes, S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes. J. Kinnaman was not present for the non-public session. The Trustees continued their discussion of personnel matters raised by the emergency closing of the Library, including the Librarian's recommendation noted above and what essential service(s) needed to continue. After discussion, motion by A.

Nichols, seconded by K. Ponton that: The Librarian's time be reduced to half-time for this week. Passed 4-1. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, G. Lacasse-no. Consensus was that at next Monday's meeting, the Trustees will consider moving to a full furlough at least through May 4, 2020.

At 12:22pm, motion by K. Ponton, seconded by B. Miller: To end the non-public session. Passed unanimously.

**Meeting reconvened** by A. Nichols at 12:22pm. J. Kinaman rejoined the meeting. Noting the Trustees' profound responsibility for stewardship of the Library during this unprecedented time, A. Nichols informed J.Kinnaman of the Board's decision. He was given the option of personal time for the remainder of the work week or a half-time furlough, and was informed that the Trustees would be considering a full-time furlough next week. J. Kinnaman reiterated that he felt a full furlough was not indicated. The Board directed that he develop a written strategic plan for the reopening of the Library after the shutdown, include it in his weekly Report, and email this to the Trustees by Saturday. J. Kinnaman reported that he completed the paperwork for the Kanopy trial, and it should begin this week. After brief discussion, motion by A. Nichols, seconded by S. Heath: To shut down the Kanopy trial at this time. Passed with S. Heath, B. Miller, A. Nichols and K. Ponton voting in favor and G. Lacasse voting against.

### III. Other Business:

The Library Trustees will continue to meet electronically, as needed, via Zoom.us. Next meeting is Monday, April 13<sup>th</sup> at 10:00am. The public is welcome to participate.

**Adjournment:** Motion by S. Heath, seconded by B. Miller to adjourn at 12:40pm. Passed unanimously.

Respectfully submitted,  
Karen Ponton, Secretary pro-tempore

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Librarian's Report, March 30-April 5, 2020.

Monday 3/30. Sent press release to local papers. Board meeting. Reached out to Steve J re access to work PC, Put in request for phone upgrade, helped patron by phone to access Overdrive loan. Social media updates. 8am-5pm with breaks, 8 hours.

Tuesday 3/31. Occupied with processing papers for the sale of mother's condo in Michigan, counting day against my personal time. Participated in NH librarians Zoom meet-up at 10, 34 participants, not much new being said. Communicated with Gayle to reschedule download training for Wed. Drafted and sent newsletter, 6-7pm.

Wednesday 4/1. Discussed outreach to CH business community with Annette. Created [local business bulletin board](#) on Wordpress. Reached out to CHCD re board, positive response. Set-up online library card registration. Added widget listing online services on right menu bar of webpage. Did Overdrive trial training with GL. Training script good. Zoom presentation so-so (reflections; adequate display of screen shots). Tried making a phone video. Not ready for prime time. Social media posts: local business info, card registration, music moment with Hoopla link. Patron interactions.3 (card # request, new card registration, business news). Hours. 9-5:30 with breaks, 8 hours.

Thursday, 4/3. 9-10, Social media posts; message D. Crane, stop cleaning. 10-11, NH director's video conference. 11:00 Book Systems consult re bug in online patron registrations. 11:30 post local business announcements (5) on web page. 1-3: preview & link training videos for Overdrive and Hoopla(these are links to pre-viewed youtube videos from other sources). 3:00 Nichols Book Cafe, no guests. 3:30-4:30, consult with book systems re online registration glitch; resolved. 4:30-5:15. Catch-up on Listserv emails. 5:15-5:30 download Hansen Destiny book to read for Tues author meetup. 9-5:30 with breaks. 8 hours.

Friday, 4/3.9:30 social media posting and Listserv catch-up; 1:00 Librarians video conference on wages and salaries. 12 lunch 12:30. calls to Consolidated communications, consult with rep re voicemail setup. Left message with Kanopy sales rep. 2:30. Listserv. 3:00 Reached Kanopy, received approval for 1 month community trial. 4:00 TGIF Zoom session. No attendees. 4:15-4:45 Completed and submitted paperwork for Kanopy trial 4:45-5:00 Set up Voicemail box 5:15-5:30 Daily report and posted link to NHCC video presentation on webpage.  
Hours worked 9:30 to 5:30, with time out for lunch and to get mail. 7.5 hours

Saturday and Sunday. 2 hours on social media posts, including 2 new local business posts, checked messages, troubleshooting new patron registrations with Karen. 4 hours reading Carl's book in prep for Tuesday zoom chat. Preparing librarian's report, 1 hour. 7 hours for S/S.

Hours worked: 38 + 1 personal day.

Agenda for week of April 6-11. Final set up of Kanopy free trial (date and time tba). Setup access to office computer (tasks forwarded from last week). Preview of upcoming publications and video releases in Library Journal, in preparation for re-opening. Policy manual review. Ongoing: social media posts, voicemail checking, Listserv.