

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

-Approved 6/15/2020-

**June 8, 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, Shannon Whalen, Susan Gurney (Alternate-voting for B. Miller), Karen Ponton (Alternate-Voting for S. Whalen until 10:04am); Librarian Jon Kinnaman; Absent: Bette Miller. 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 June 1, 2020 be approved as written. Passed unanimously.

II. Ongoing Business

A. **Librarian's Report:** J. Kinnaman presented his Report for the past week (see attached). Much time was spent on drafting a procedure for handling returns. K. Ponton read the typographical corrections that she made to Draft 3 and sent out to the Trustees this morning (see attached). J. Kinnaman processed the approximately 25 books that were removed from the dropbox on May 22nd. G. Lacasse reported that two (2) books were purchased from the wish list at Bayswater Books. There was some brief discussion about the use of more frequent, shorter emails rather than less frequent but longer emails to publicize the wish list and other Library news. J. Kinnaman was concerned about patrons' response to too many emails. A. Nichols recommended shorter emails with only one or two items be sent weekly or every other week. J. Kinnaman will include the wish list in the next email, which will announce that the book drop is open. He was directed to make obtaining the previously requested information on scanners and their cost a priority this week. S. Heath reported the annual service was performed on the mini-split unit last Tuesday, June 2nd and it was running fine, but when she returned to the Library later in the week, the air conditioning was turned off. Because J. Kinnaman had not turned it off and it was not known if the unit operates only at certain temperatures, he was also asked to check this week whether the air conditioning is working properly. J. Kinnaman has begun working on a procedure for non-contact circulation of materials, which he expects will go through several drafts before Board approval. An announcement from the Governor about continuing stay-at-home precautions is expected next Monday. K. Ponton asked about staff screening procedures, and whether staff can be required to be tested for COVID-19. J. Kinnaman reported that the Town has not implemented screening procedures for Town employees. He has not yet obtained a copy of the Employee COVID-19 Illness Policy from the Jackson Lewis firm referenced on page 24 of the *Reopening NH Libraries Task Force Best Practices Document*.

A. Nichols reported about the NHLTA Virtual Roundtable for Trustees that she and B. Miller attended on Thursday, June 4, 2020. Fifty-eight Trustees participated. Key points were:

- The use of paper versus plastic bags for curbside service. There was a slight preference for plastic bags which would protect loaned materials from the weather.
- The Manchester City Library is quarantining books for curbside pickup in the bags for two (2) days to be extra careful, given the city has 2/3 of the COVID-19 cases in the State.
- Most libraries are at the same point as the Nichols Library in terms of re-opening.
- The inter-library loan service will continue to be unavailable for some time.

S. Heath said bags for curbside pickup will need to be ordered soon. There was significant discussion about whether the Nichols Library would use plastic or paper bags. S. Heath noted that paper bags with handles may not be able to withstand the weight of many books; whereas, plastic bags would and are less expensive. S. Gurney questioned if previously used plastic bags that have been quarantined could be reused for the books. S. Heath said grocery stores are no longer allowed to let customers reuse plastic bags for their purchases. A. Nichols thought patrons might be more comfortable with

plastic bags. S. Gurney, G. Lacasse and J. Kinnaman noted paper bags are recyclable and plastic ones are not. Further discussion postponed until J. Kinnaman can get cost information.

Referring to the *NH Libraries Task Force Best Practices Document*, K. Ponton thought that, in terms of the Nichols Library, starting to order new books and materials could be considered part of Stage 2. At several previous Board meetings, the Librarian emphasized that new purchases should begin a week before offering non-contact circulation. There was concern about how long it may take to receive orders, given the shut-down. Motion by S. Heath, seconded by S. Gurney that: The Librarian resume ordering books. Passed unanimously.

Motion by S. Heath, seconded by S. Whalen: To adopt the corrected draft of the *Procedure for Processing Returns* that K. Ponton had sent out this morning. Passed unanimously. J. Kinnaman will immediately start publicizing that the dropbox is now open for returns, using email and the local newspaper. He will also purchase the bins this afternoon at Heath's.

S. Gurney asked about ordering masks and gloves. J. Kinnaman reported he received a supply of both from the Town Emergency Management Director, and these may be re-supplied as needed by the Town.

S. Heath recommended that the Librarian contact the Library Assistant to let him that no date has yet been set for his return to work.

B. Landscape Committee: S. Gurney reported she sent an email to the Selectmen about the spruce tree after the last meeting, but has not received a response. K. Ponton shared the Selectmen acknowledged receipt of that email at last Wednesday's meeting, and are concerned.

III. **Other Business - BCALA Statement Condemning Increased Violence and Racism Towards**

Black Americans and People of Color: G. Lacasse asked about reading this statement into the minutes. A. Nichols said this item should be on a published Agenda before the Trustees discuss it. She will add it to the agenda for the next regular monthly meeting.

IV. **Next Meeting:** Motion by S. Heath, seconded by S. Whalen that: The Trustees meet next Monday, June 15 at 10:00am for a short meeting via Zoom. There was brief discussion about the need to meet so often. A. Nichols acknowledged that meeting more frequently than the usual monthly meeting may be imposing too much on the Trustees, and thanked them for their giving so much of their time. Motion passed with three (3) votes in favor; S. Gurney voted against and A. Nichols abstained. Agenda items will include a draft policy for curbside service and what type of bags to use.

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

Respectfully submitted,
Karen Ponton, Secretary pro-tempore
att (2)

Procedure for Processing Returns

Patrons shall be notified via email, print and social media when the Library is ready to accept the return of borrowed materials.

Patrons shall be directed to deposit returns in the outside dropbox. The dropbox shall contain a storage bin to capture returns as they are passed through the slot.

Whenever working with materials to be quarantined or being removed from quarantine, staff shall wear disposable nitrile or vinyl gloves and follow proper handwashing technique. Frequent, proper handwashing with soap for at least 20 seconds is preferable to using hand sanitizer.

The drop box will be emptied at least once per week, on a schedule determined by the Librarian. A suggested workflow is to remove materials from quarantine near the beginning of a shift and to empty the drop box prior to closing.

The staff member(s) assigned to emptying the dropbox will wear disposable nitrile or vinyl gloves. When the dropbox is to be emptied, the assigned staff member shall remove the bin from the dropbox and put the lid on it, place a clean, empty bin in the dropbox, carry the covered bin into the library, place it in the designated quarantine area, and label the bin with the date removed from the dropbox. After placing the bin in the designated quarantine area, the staff member will remove the gloves inside out, properly discard them and wash hands with soap for at least 20 seconds.

The Librarian shall designate the location of the quarantine area, which will be a dry environment that is set apart from regular staff workflow. As long as the building is closed to the public, the long table on the adult side of the main reading room or the space in front of the teen book shelf may be used.

Materials in the bins will be quarantined for at least 7 days.

The staff member(s) assigned to removing materials from quarantine will wear disposable nitrile or vinyl gloves. When the quarantine period is over, the assigned staff member shall first clean the tabletop with a paper towel lightly sprayed with a 70% isopropyl alcohol solution or a disinfecting wipe and let dry; then remove the cover from the bin and place it on the table with the inside facing up. Next, book jackets, CD and DVD covers, and CDs and DVDs will be cleaned with a paper towel lightly sprayed with a 70% isopropyl alcohol solution. Materials must be kept wet with the alcohol solution for minimum of 30 seconds; then allowed to air dry on the table. Materials can then be returned to circulation. After the bin has been emptied, the interior (including the lid) will be cleaned with the alcohol solution or a disinfecting wipe. If a disinfecting wipe is used, the surface must be kept wet for a minimum of 4 minutes. The tabletop will also be similarly cleaned. The staff member will remove the gloves inside out, properly discard them and wash hands with soap for at least 20 seconds.

Approved by Library Board of Trustees – 6/8/2020

LR 6/5/2020

Reopening Updates

A policy for processing returns has gone through three drafts and seems to be ready to submit for approval at Monday's meeting. A draft policy for no-contact circulation is attached. One key aspect of this policy will need to be aired. That is whether all requests should be made in advance or if same day requests will be allowed.

The library has a sufficient source of PPE and cleaning agents to start processing returns, adding new items and checking out materials. Items still needing to be acquired are bags to put out loans in and bins for the circulation drop box.

Community Engagement. The ALA Executive Board has issued a statement condemning violence and racism (see Appendix). The board might want to consider reading it into the minutes. Engagement with the library's website and Facebook page reached peak use the first week of May. It has dropped since, but has plateaued at about 12 views/day with occasional spikes. Several of the music minutes and the Aiden Quinn series got strong responses.

Collections. There has been no movement on the library wish list. It will get another mention on our Wordpress front page and Facebook. It is urged that new buys be in progress a week ahead of offering non-contact circulation.

Policy Manual. No updates.

Directors Report of Hours Worked: The librarian worked 18 hours through Friday at 5pm. This included developing policy for processing returns and non-contact circulation (5 hours), reporting (2 hours), library maintenance (2 hours), video conferences, 5 this week including a general meeting (Mon), Trustees meeting (Mon), the small libraries group (Tues), the directors group (TH), and a discussion of race and libraries (Fri). Four hours were spent on community engagement. There were 29 messages on the answering machine on Friday.

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).

Maryland State Library Resource Center. [Handling Materials During 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](#).

American Library Association. [How to Sanitize Collections in a Pandemic](#).

Sample Policies

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

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

Jaffrey PL. [Interim Service Policy](#)