

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

-Approved 1/25/21-

**December 14, 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 (at 11:11am due to issues logging into Zoom.us), A. Xavier (alternate – voting for S. Whalen); Librarian Jon Kinnaman and Library Assistant Lois Brady. Due to the COVID-19 pandemic, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Introduction of Library Assistant:** On behalf of the Trustees, A. Nichols introduced L. Brady and welcomed her to the Library staff. L. Brady shared some of her background and experience. While not expecting any immediate answers during this meeting, she asked the Trustees to consider how they envision the Library to be during the pandemic and for the future, as well as their expectations of her.
- II. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by B. Miller that: The Minutes of November 30, 2020 be approved as written. Passed unanimously.
- III. **Ongoing Business**
 - A. **Treasurer's Report:** Treasurer S. Heath briefly reported on her meeting with the Selectmen about the proposed 2021 Library Budget.
 - B. **Librarian's Report:** J. Kinnaman gave a brief oral Report. He reported on the orientation he is giving L. Brady and that both of them will be working in the Library for the first time this Wednesday. S. Heath asked J. Kinnaman to be sure to review the procedure for accounts payable with L. Brady. B. Miller noted she needs to be made aware of building hazards, such as snow and ice jams over the rear door, and to check the basement for water, empty the dehumidifiers, and run the water in the bathroom periodically. A. Nichols reminded J. Kinnaman that end-of-the-year reporting statistics are needed for the Annual Report, and asked him to teach L. Brady how to compile needed statistics. K. Ponton ascertained that L. Brady has remote access to the Library computer (via google docs), and noted that J. Kinnaman should no longer have access after he retires. It was the consensus of the Board that current passwords remain for about a month, so he can help L. Brady, if needed. A. Nichols directed that both she and the Secretary be given a list of the accounts and the new passwords when they are changed. She also asked if there were any comments from patrons over the past couple of weeks; J. Kinnaman said he received notes of appreciation from several patrons.
 - C. **Committee Reports**
 1. **Building Committee:** Postponed to next meeting.
 2. **Policy Committee:** K. Ponton has emailed the Trustees a list of the Library's current operational and personnel policies, which she has begun to review. She has also obtained a copy of the *Town Personnel Manual* for comparison purposes, and has J. Kinnaman's comments on operational policies which he previously submitted to the Board.
 3. **Search Committee:** K. Ponton reported that the position of Interim Library Director has been posted on five (5) job websites, including state libraries and the New England Library Association. Those interested were asked to reply to chlibtrustee@atlanticbnn.net. No potential candidates have yet responded, but the posting has only been up about 2 weeks. J. Kinnaman offered to post the position on the NH librarians' listserv; K. Ponton will forward the posting to him. A. Nichols will follow-up with the Hebron Library, which has been looking for a part-time librarian for a couple of months. B. Miller reported that an ad for the Hebron Library position was in last week's issue of *The Meredith News*.

D. IT Service Provider: A. Nichols reported on her telephone discussion with Steve Jussiff of Adel-XT. Miscellaneous Library documents are being automatically backed-up daily to Ibackup.com. This back-up has 500 gigabytes of data storage, which S. Jussiff believes is sufficient for our needs as long as storage usage is regularly monitored. The Library has been using this service for several years without problem. It costs \$99.50/year for 500 gigabytes storage plus \$40.00 for his installation service. S. Heath did not recall being billed for Ibackup.com, but it may be bundled with another charge. She will have this information for the next Trustees' meeting. One option is Carbonite, but it is more expensive. J. Kinnaman reported that the circulation computer performs its own back-up. S. Jussiff would charge \$170.00/month if ongoing maintenance and remote support is needed; \$80-\$85.00 hour for onsite. Both Adel-XT and Lakes Region Computer recommend the same UPS model (which incidentally is used by the Meredith Library) for \$220-\$230.00 plus installation. A. Nichols will talk with Tom Sawyer at Lakes Region Computer again before the Trustees' next meeting so that a decision can be made.

Non-public Session: At 10:58am, motion by A. Nichols, seconded by K. Ponton: To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, A. Xavier-yes. J. Kinnaman and L. Brady were not present for the non-public session. At 11:22am, motion by K. Ponton, seconded by B. Miller: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 11:22am.

IV. New Business

A. 2021 Meetings: The next few meetings of the Trustees are scheduled for Monday, January 25, February 22 and March 22, 2021 at 10:00am..There will be no other meeting this month. S. Heath will email the December 2020 Treasurer's Report to the Trustees.

B. Other: None

V. Other Business: The Trustees acknowledged that this is J. Kinnaman's last meeting with the Trustees as Librarian. They extended their appreciation for his 15 years of service and best wishes for his retirement.

Adjournment: Motion by K. Ponton, seconded by B. Miller to adjourn at 11:25am. Passed unanimously.

Respectfully submitted,

Karen Ponton, Secretary