

LIBRARY TRUSTEE MEETING by Zoom

Final Minutes August 27, 2020

Present: Linda Coe, Chair, Amy Magnareilli, Vice Chair, Beverly Mutrie, Sect'y, Beth Forgione, Treasurer, Richard McDermott, and Laura Pouliot, alternate with Ed Beattie, Selectmen's Rep. Also attending Barbara Tosiano, Director and Marissa Rogers, Guest. Meeting commenced at 4:00 pm

MINUTES for July 2020 were approved as written upon a motion by Richard McDermott, seconded by Beth Forgione and all concurred.

Director's Report:

Circulation for month about 100 bags for the month. Water Expressions serviced water treatment and found more parts needed due to corrosion. We paid \$767. Septic cleanout will be done on Sept 14.

Possible AMPM contract to clean all town buildings but no numbers yet. Proposal would include window cleaning each year. Our current cleaner retiring. Ed: intent to have all done by one group. When Town Hall reopens, they need to be more careful which may require more intensive cleaning due to increased foot traffic.

Children's summer reading ending this week. Tie dying ongoing by appointment and well received.

Weeding non-fiction continuing and has done up to 600's.

Internet Library Loan: Will start again Sept. 14. Will be sent guidelines.

Friends of Library has new officers as Jane Shanahan has moved. Sheila Tanguay and Judy W. Smith are co- chairs.

Vice Chair is Deb Regan; Susie Burke is Sect'y and Treasurer is Alisha Roberts. They have established a connection with a gaming room in Dover. Seabrook Poker Room is still a possibility.

Continuing Business:

Parking Lot/Walkway: Lori and Beth have discussed March's walkway Warrant Article which says "raise and appropriate" was not placed on the ballot as intended. Beth suggests to let the current Warrant Article for walkway construction lapse and revisit before year end 2020. We agree.

Garden Maintenance: Linda was to talk to CT tree service and hasn't yet.

Beth bought two small holly bushes to replace coreopsis. Need to dig coreopsis in Sept. Need to approach other vendors re loam for lawn. Try Going Green, Syvinski, Landscaper's Depot. Richard McDermott will follow up with Barbara re Going Green. Laura did some weeding and dug rest daylilies. She also pulled weeds in pea stone and cut some weed trees. Still need more thinning of trees and shrubs in back border.

No leaks in roof.

Reopening? Patrons are coping with two days a week. Families come in using mask and sanitizer. Need to think about winter season possibly open Tues, Thurs, Sat. Don't know how successful school opening will be as there may be an uptick in cases. We should State's Department of Health and Human Services case numbers. Curbside pickup and two days of being open will need to suffice until we see what happens this fall.

Public Comment:

Marissa: She and others wish Library to be fully open as soon as possible. She questions costs. The staff is still working the same hours, some of which is in the building while some is at home in order to maintain appropriate social distancing guidelines. Our Director is working her normal hours mostly in the building and curbside delivery requires a staff person to package the books. Staff is hosting virtual meetings/events and also putting information on social media either from home or the Library.

Many are disappointed since in-person adult programs can't happen. We want to hear suggestions and comments re any additional needs/services which will benefit patrons. Those who would like to make suggestions or comments need to get in touch with the staff.

Laura suggests that all ask people we know, if they have experience in the Library, what we need to do better? Ed: Some people don't understand logistics of why not open more. Need feedback to help us. Marissa: Kids did story times at Baptist Church with social distancing. Poll families with survey perhaps? Parking lot get-together?

Barbara stated that Leah did survey of what parents would like. They are evenly split on either socially distanced in-person programming or remote. Santa party most probably will be done differently this year. Outside movie screen except winter is coming? Especially hard for little kids to not social distance and be without play time with their peers.

ACTION ITEMS:

Accept **donation of sprinkler system** from Epping Well & Pump. Henry (owner) estimated the installation of a sprinkler system with ~50 heads. He will donate installation and yearly maintenance in memory of Peter Robart. We should have something in writing and are most grateful. Beth to contact him at his offices re estimate and coordinating timing of loaming, installation and then seeding.

Internet Use Policy Review:

Barbara will edit Beverly's draft version as everyone seems to access internet on phones in library and are not needing library's computers. Due to COVID, Library computers are not available to patrons. Aim will be to have a poster hung by computers stating a new policy. Proposed policy as changed by Barbara will be on agenda for next month.

Question whether to be **open on Saturday**, Sept. 5. Since open so few hours a week, we agreed that opening that holiday Saturday was a "good thing". Will be open for that Saturday and rest for the winter and spring season from 10-2.

Note: Hours that Library was open full time is still posted on website. This is contradictory. Barbara will talk to website developer to change the posting visibility to emphasize the new hours.

NEW BUSINESS ITEMS:

Begin Budget Review for 2021. Lori needs info by Sept. 1.

If do raises for 2021, will impact bottom line of budget. Salary Survey presented by Amy. The last time we gave raises was May of 2019. We would like to stay on plan to get each employee up to minimum living wage. If so, expect some increases in bottom line. Beth will keep us informed of the total expenses to date as compared to projected last year. Next year's budget could increase line items such as landscaping, land maintenance, and virtual software/training line items. If so, then we would aim to keep the budget roughly the same.

Ed: BOS has redone salary structure as salaries were behind in both Police/Fire and Town Hall staff compared to neighboring towns. Our town employees are getting raises. The new schedule is public information. Tax collection is on target at 89% paid by due date. Marissa and Ed left the meeting.

Beth reported that the Independent Contractor contract is acceptable to our current bookkeeper. Beth will ask counsel to review contract and enact as soon as possible after any recommended changes.

Fuel company can be prepaid for oil.

NON-PUBLIC SESSION: For Personnel Payscale Reasons: A motion to enter non-public session was made by Linda Coe, 2nd- by Amy Magnarelli. Voting occurred by Roll Call at 5:20 pm.

We came back into Public Session at 6:11 pm upon a roll call vote.

In Public Session, Linda Coe made a motion to seal the non-public minutes, with Amy Magnarelli seconding and all others in agreement.

We decided to preliminarily report to Lori a \$5000 increase in the bottom-line budget for 2021 with Beth and the Board continuing to revise it up to the final deadline.

CORRESPONDENCE:

Beth mentioned that she had received an email originally from Nicole Crouse around August 18th that was forwarded to her via Richard McDermott and sent to other members of her election committee.

This email was questioning the necessity for increasing merit raises or pay from any savings in our budget rather than be returned to town since Library only open two days a week.

Beth responded to Nicole about August 20 that the Library's budget is a bottom-line budget and that the Board of Trustees has authority to dispense and move money between line items as necessary. No final decision has been made to increase merit pay or give raises for this year as yet. If funds are remaining in the salary budget line, they will be returned to the town as has been the case in previous years.

This email will be forwarded to Linda. For the future, comments or complaints should be brought to the Chair's attention, and, if deemed necessary by the Chair, to the Board before a response given.

A motion to adjourn was heard at 6:19 by Beth Forgione, with Linda Coe seconding and all in favor.

Respectfully submitted, Beverly Mutrie, Recording Secretary

NEXT MEETING:

September 24, 2020 at 4:00 p.m.