

## Board of Library Trustees Minutes

January 25, 2022 @ 5:30 pm

Attendees: Jack O'Reilly, Lillian Wilson, Peter Welch (exited the meeting @ 6:30), David Turbide, Cathy Hazelton, and Meghann Wayss

- Call to order by Jack O'Reilly @ 5:30
- January 25, 2022 Meeting Minutes approved Cathy Hazelton Motioned, seconded by J.O
- Treasurer's report. Looked good. The discrepancies noted will be "a wash" when we get the final numbers from the Town Hall. J.O. noted we are \$28,000 "in the good". Discussion around line 1803 for \$3055 came from a combination of trustee funds and the capital reserve to pay Chris Kolbath. Peter Welch noted a \$1500 difference that was due to the parking lot striping. A cost that was missed by the contractor and engineer but caught by P.W.
- Jennifer, manager of the trust funds, dropped of two checks resulting from the closure of the smaller trusts funds. The first check, \$3749, is designated "best use"-may be used anyway the trustees deem. The second check, \$467, is designated for library maintenance. Both checks will be deposited to appropriate accounts at TDB.
- Complimentary KN95 masks are being made available to Patrons and NIOSH N95's for the staff are being made available due to the increased contagions of the omicron variant.
- LB and staff have received positive feedback regarding safety protocols and operations despite covid related staffing challenges per L.B.
- Library groups remain in person due to the lower transmission cases in town.
- Letter regarding change in the annual appropriation disbursement was signed and sent by Cathy; currently awaiting response from the BOS. The first quarter disbursement was requested and provided as usual.
- L.B. waiting on final 2021 numbers from town hall and preparing Feb 2 Budget Committee meeting.
- L.B. wrote a thank you via the NH Charitable Foundation for collection development in response to a \$1000 grant from an anonymous donor.
- L.B. reviewed the visits regarding the library furnace. East Coast HVAC came out initially to clean the sensors and determined that it "should work for now". A month later they were called out again for the same issue. L.B. and P.W. asked that new sensors (and one backup be ordered) as well as an estimate. East Coast HVAC failed to provide either an estimate or new sensors. Due to these facts, per the recommendation of L.B., the library will be contacting East coast and contesting the bill received due to their lack of providing the requested services. EC HVAC came out a third time for general maintenance on a 4 furnaces. L.B. asked that we switch from EAST coast HVAC to Dowling HVAC of Hampton (via positive referrals from other local libraries).
- After L.B. followed up with East Coast HVAC. After their third visit they finally provided and estimate of \$292.36 to replace 3 flame sensors; \$169 for labor and \$123.36 for parts.

- The library has 5 Trane XV95's. According to P.W. their lifespan is 15 years and about \$7000 to replace; however, our units include AC coils which increases the total replacement cost of the unit to \$15,000 or more. Replacement is only necessary when repair is cost prohibitive. This has been the first furnace issue in 8 years with cost to repair less than \$300.
- L.B. and staff responded to the "stacks being cold" (one of the furnaces not operating) by replacing batteries in the thermostats. When that didn't work L.B. checked the "Ecobee" box on the furnace. After noting the light was red she wiggled the wire connections and the light turned green. The incident of the furnace not working has been monitored by LB and since has continued to function properly. The determination is that the "Ecobee" box may have been bumped inadvertently; causing a loose connection resulting in the furnace to not operate and the stack area getting cold. L.B. added thermostat battery changes to her Maintenance schedule.
- The furnace issues have demonstrated the benefit of having multiple furnaces as it allowed the library to stay open and prevented catastrophic issues such as burst pipes.
- Cathy Hazelton recommended, before switching HVAC providers, that we confirm that Dowling was accepting new clients.
- Jeremy Nicol, reassembled and reinstalled the book drop. No leaking...and project completed.
- \$100000 CIP proposes a metal roof. J.N. pointed out the library has approximately 330 square feet of asphalt shingles in the basement from when it was last roofed. L.B. wanted those resources noted in case it would be a cost savings. The trustees agreed that those shingles wouldn't be cost effective due to age, quantity, and goal of a long term roofing efficacy. Meghann Wayss suggested the shingles be sold via social media platforms, if not going to be utilized, and those funds be deposited to line 1902 for building maintenance. J. O. said that was a workable option.
- C.H. recommended monies to be budgeted for the capital reserve fund each year to prepare for the pending pricey maintenance costs of library roof, heating, and future drainage needs. To ensure the trustees plan ahead via the capital reserve process. Allowing us to be financially prepared and open to new building technologies available when the need arises. Not to be confused with the current warrant article of \$20,000.
- Donations for December \$11.50 accepted. Motioned by M.W. and seconded by C.H.
- Lara Berry will be providing a "working schedule" to help facilitate the Staffing schedules provided to Trustees to allow appropriate staffing in the case of isolation protocols after a positive covid test. Trustees will have to share staffing responsibilities to ensure appropriate staffing in the even L.B. or Theresa are unavailable
- LB. attended a virtual discussion regarding interlibrary loan system she felt beneficial
- L.B. attended the NHLTA virtual meeting and will be presenting a workshop regarding Director roles and responsibilities at a future TBD date
- Amanda and L.B. to attend a Diverse Reader's Advisory workshop
- Teen Advisory continues with the goal of its February 15 escape room.
- Morning and evening book groups continue
- Author Anders Morley to present his Book February 15<sup>th</sup> @ 5pm. Only 2 people have signed up to attend.

- 18 Imaginations bags hand out in December 2021
- L.B. apologized for forgetting to notify the trustees of her January 10<sup>th</sup> absence
- The library had an early closure due to an employee with covid symptoms.
- Paul Pellitier to run for Trustee seat
- Dave Turbide to be contacted by J.O. regarding him signing up to be on the board. D.T. currently on vacation. Checking to see if he can sign up via email or call at the town hall.
- Lara ,Amanda, Theresa, and Deb all have keys to the library
- Lara requested, in the event she and Deb are both out, that we close the Library on Saturdays to avoid distress on the subs and regularly schedule staff due to the “unpredictable nature of Saturdays”.
- C.H. shared that Martha wants to know if the library would like to participate in the vacation buy back the town is considering for nonunion employees. Some of the trustees are interested in the presented offer. But the trustees will wait until 2023 after we have had an opportunity to review and update the employee policy manual.
- The current library carry over for the year is 10 days
- J.O recommended we consider doing personnel policy updates
- J.O. said a performance survey will be sent out for L.B. with the request to fill out promptly and get back to him.
- L.B. recommended considerable changes to personnel files and therefore those changes and the “vacation buy back” be revisited prior/for the 2023 budget
- J.O. will notify Martha regarding the trustees intentions of addressing for the 2023 budget
- A selectman inquired why the library director is eligible to participate if she does not work 40hr/week, which is what town hall considers full time. Since the library is a separate entity by law from the town hall, it is within the right of Library trustees to determine 35 hours/week is considered full time.
- C.H. revisited the AED discussion. L.B. confirmed with the fire department that the AED pads were ordered but still currently back ordered. Also confirmed was that the expired 2019 AED pads would operate effectively in the case of an emergency. L.B. mentioned first aid certifications were due as they expire every two years.
- J.O. moved to adjourn @ 7:15 seconded by M.W.

Submitted respectfully

Meghann Wayss