

Langdon Library Board of Trustees Meeting Minutes December 14, 2020

This meeting of the Langdon Library Board of Trustees was held virtually using the jitsi platform over the Internet. The meeting started with the reading of the following statement by Library Director Lara Berry:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Langdon Library Board of Trustees is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Jitsi platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Jitsi platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1.512.402.2718 PIN 514994459# and password langdon, or by clicking on the following website address:

<https://meet.jit.si/LangdonLibraryTrusteeMeetingNewingtonNH>.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Jitsi, and instructions are provided on the Langdon Library website at:

<https://www.langdonlibrary.org/about-us/trustees/>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-254-5085 or email at: director@langdonlibrary.org.

d) Adjourning the meeting if the public is unable to access the meeting.

In the even the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote

Note that the meeting began by the taking of a Roll Call attendance, with each of the attendees stating that they were alone in the room. No other non-trustees dialed in or logged-in during the meeting.

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Lillian Wilson (LW), Peter Welch (PW), Catherine Hazelton (CH); Library Director Lara Croft Berry (LCB);

Meeting called to order by CH at 1:35 PM

The first order of business was to approve the minutes from our last meeting on November 19, 2020
Moved by JO, seconded by PW, minutes approved by roll-call vote Approved by 5 – 0.

Treasurer's Report: We don't have the final numbers for November but LCB watches spending carefully every day and has not seen anything unexpected so we remain on-target as the calendar year nears its end. LCB discussed our 2021 budget request with the town budget committee on December 9, with several trustees in attendance. The budget committee recommended a modest cut \$499 from one maintenance item but otherwise support our request. LCB will be reporting our total 2020 spending reductions to the town. We targeted a 10% reduction and expect to achieve that goal. All parties noted concern about a 6% increase in health insurance premiums for 2021 and an additional insurance budget increase in anticipation of a possible underwriting change late in the year. These are uncontrollable increases, so there is no alternative but to increase the budget to accommodate them. Also, the committee was reassured that any money spent on repairing the urn next year will come from trustee funds, not town taxpayers.

We have been concerned about particularly high water bills this year and have been investigating the cause. There has been an increase in rates and this was a particularly dry year so usage is up, but the investigation revealed that we are being billed for usage indicated by 2 water meters. Further investigation revealed that the library has been paying for town hall water as well as our own. Note that in the past, we did not see these bills as they were sent directly to the town. The town has been notified and they will be correcting the records to reflect proper billing for the town's water use in 2020 and future billings/payments. This error has been in the process for who-knows how long. We are glad to have it straightened out. Based on this experience, PW proposed and DT seconded a motion that a library representative henceforth will regularly review all bills for usage-based fees and services including electricity and fuel to make sure they are reasonable and correct. Motion passed by roll-call vote 5 – 0.

One other budget/financial note: over the last several months, trustees and LCB have been investigating the specific terms of the court order that resulted in the establishment of the Piscataqua bank account holding trust fund money for "maintenance". The investigation revealed that these funds can be used at the discretion of the board of trustees for expenses they determine are to be related to maintaining the physical library. After discussions, the board voted (moved by PW, seconded by CH, approved 5 – 0 by roll call vote) to repay \$7,944.82 into this account, from the other trustee account, money that was spent in 2020 for engineering work on the parking lot expansion. While the parking lot is part of the library, the lot expansion is not strictly maintenance, so the money should have come from general trustee funds.

Director's Report – operations are proceeding as they have been with by-appointment visits Tuesday, Friday and Saturday as well as pre-scheduled curbside pick-ups. We are closely watching COVID statistics and recommendations as well as the operations of other libraries and businesses as the pandemic situation continues to change. We discussed and re-affirmed the planned strategy for dealing with any report of exposure or positive test should they occur.

It turns out that iWave air cleaning units are in high demand right now and therefore in short supply. East Coast HVAC is trying to get some for us or will suggest an alternative. Meanwhile, LCB has purchased a small portable UV air purifier for the staff room, the only place where staff are un-masked while they eat.

We have a new cleaning service, starting January 1. The current servicer will be given their 2-week termination notice this week. The new service is expected to provide better service at a reasonable cost.

The trustees have all reviewed the staff cleaning procedures and find them to be clear, complete, and sensible for staff and patron safety. Staff are fully on-board and in fact are doing more than required by the documented procedure to keep the library clean and safe.

By-laws: The trustees reviewed and informally agreed to minor changes to the by-laws. As per the by-laws themselves, the proposed changes will be published and made available for review by town residents in advance of a formal vote to accept at the next trustee meeting which will be on January 11 via Jitsi.

Board meeting adjourned - moved by JO, seconded by PW, passed 5-0 by roll call vote at 3:20 PM

Next Meeting: Monday January 11, 2021 at 1:30PM via the jitsi remote meeting platform.

Respectfully Submitted: David A Turbide, board secretary