

## Langdon Library Board of Trustees Meeting Minutes September 24, 2020

This meeting of the Langdon Library Board of Trustees was held in the tent outside of town hall.

**Meeting called to order** by CH at 1:30 PM

**Present:** Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Catherine Hazelton (CH); Alternate Steve Bush (SB) arrived at 1:48pm; Library Director Lara Croft Berry (LCB)

**The first order of business** was to approve the minutes from the September 10, 2020 meeting. Moved by JO, seconded by DT, minutes approved 4 – 0.

**Treasurer's Report:** Year-to-date spending remains below budget by about 12%. Current projection is that we will meet our goal of a 10% reduction overall for the fiscal year. LCB has finished work on the initial 2021 budget – a flat budget with no raises and all other spending held at 2020 budget levels. Moved by PW, seconded by DT to submit the flat budget to the town with the caveat that we don't know and can't control any personnel benefit related cost increases such as insurance. Passed 5 – 0

**Director's Report:** Remote programs for children are going well and are being enhanced and expanded (thanks, Amanda, good job). Amanda is also working on enhancing the collection for young readers (grades 1 to 3). Circulation numbers are solid, considering the shut-down, at 40% of last year's record total and projected to be 60% by the end of the year. In comparison with other small libraries and seacoast libraries of all sizes, we are a strong second to Jackson (small libraries) and Portsmouth (seacoast). Note that Jackson's numbers may be misleading because they are part of a cooperative with other nearby libraries. There have been several mentions of interest, in recent years, in setting up a cooperative here on the seacoast but we don't believe such a cooperative would be of benefit to Newington library and its patrons. LCB is further researching the pros and cons of various virus removal solutions for the HVAC system before contracting for the bipolar ionization units the board approved in our last meeting.

**Parking Lot Update:** Still on hold with the intention of going out for new bids at a later time. PW is asking for advice to determine the best strategy and timing. The library will seek legal advice to be sure we properly encumber the money at the end of this fiscal year. Moved by JO, seconded by PW, passed 5 – 0 to authorize the director to expend funds for this legal opinion.

**Reopening Plans:** LCB is finishing up the planning and staff coordination needed to add Saturday to the open-by-appointment hours soon. Curbside demand is tapering off and will likely be eliminated (except on demand) soon. Patrons will still be able to reserve items and pick them up (no contact) during regular appointment hours. We are ahead of the majority of NH libraries in restarting services for patrons, safely. We simply don't know yet when full reopening will be possible.

**Town Fountain (aka "The Urn"):** It turns out that the urn / planter in front of the library is actually the town fountain and under the responsibility of the HDC. We will speak to the HDC about its condition and need for repair and preservation, and see what their intentions are and how we can help.

**Policies:** The following policies were reviewed and accepted without modification: Patron Use Policy – moved by DT, seconded by PW, passed 5 – 0. Wireless Internet Usage Policy – moved by DT, seconded by

PW, passed 5 – 0. Note that we have become aware that the church next door has been using our wireless Internet connection to broadcast Sunday services. We don't believe there is any extra cost to the library, or harm being done but note that we were unaware this was happening and are a bit uncomfortable about the separation of church and state issue. It was decided that no action will be taken at this time.

It was decided to table further discussion of a pandemic response policy at this time. Any new pandemic or similar emergency will likely be very different and it would be difficult to craft a policy general enough to cover the need and at the same time specific enough to be of value. We will reconsider in six months, after we have a better idea of how this is all going to work out.

**Board meeting adjourned** - moved by DT, seconded by JO, passed 5-0 at 3:05 PM

**Next Meeting:** Thursday October 15 at 1:30PM, location to be determined.

Note that the budget meeting with the select board is October 26 at 5:30 pm and the budget committee will review the library budget on December 9 at 6:30 pm

**Respectfully Submitted:** David A Turbide, board secretary