

## Langdon Library Board of Trustees Meeting Minutes January 11, 2021

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](mailto: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 entered the meeting at 1:50pm (PW), Catherine Hazelton (CH); Library Director Lara Croft Berry (LCB);

**Meeting called to order** by CH at 1:33 PM

**The first order of business** was to approve the minutes from our last meeting on December 14, 2020  
Moved by CH, seconded by JO, minutes approved by roll-call vote Approved by 5 – 0.

**Treasurer's Report:** We don't have the final numbers for December but s[ending through 12/20/20 is as expected and in line with our expectation of being able to return approximately 10% of our allocation back to the town. When we have the numbers finalized, we may hold a brief extra online trustees meeting to approve the return of the money to the town. Town Hall gave us both our 2021 first quarter check AND the first of two CARES act checks. They gave us the \$1288.35 for operating funds reimbursement, and a note that said they'd be sending the \$911.41, which is for trustee fund reimbursement, next week. We will most likely just be giving them the \$1288.35 back later when the year-end numbers are finalized, if we return 10% of our budget as discussed

LCB is still working with the town Finance Director to straighten out the water meter / billing situation. We have the accounts separated out for future billings but are still working on separating out 2020 charges properly. A good portion of the high water charges this year, however, can be attributed to more irrigation because of the drought. LCB will talk with our grass maintenance/fertilization supplier and get their recommendations on how we could reduce the irrigation needed to keep the grass alive and healthy.

**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.

No progress this month on getting the iWave air cleaning units installed. LCB is still working on getting a supplier to sell us the units and install them. The new cleaning service is ready to start as soon as they have the lead technician visit to get oriented to the space and hear about the requirements – tentatively scheduled for later this week. Meanwhile, LCB and staff are cleaning everything during the short gap between cleaning services.

LCB's library credit card has been declined several times as the card issuer has detected possible suspicious use. LCB is coordinating the situation and possible reinstatement or replacement of the card.

The foreign language training program and virtual language club are taking a bit longer than expected to get up-and-running but should be in place soon with the club "meetings" starting in February. It turns out that the NH Library Consortium has a discount arrangement with MANGO, the language software, so our cost is \$768 per year, less than the \$1000 we were expecting. Note that the library is automatically renewing all patron library cards so that online services like MANGO, Hoopla, and Overdrive will not be disrupted for patrons whose registration would have expired during this critical time.

**Parking lot expansion:** PW is hearing through his construction industry contacts that companies are starting to look for 2021 business and may be more open to our requirements than they were last fall. The board authorized PW to resubmit the request for bids at his discretion when he thinks the time is right in the coming months. Moved by DT; seconded by JO; approved by roll-call vote 5 – 0. Authorization of funds will take another vote, after an acceptable bid is received.

**By-laws:** The trustees formally accepted the changes to the by-laws proposed last month and duly published for the required 10 days before this vote. Moved by CH; seconded by LW; passed by roll-call vote 5 – 0.

**New business:** CH has proposed several minor changes to the director’s evaluation form. Trustees were instructed to review the proposed change and complete the form by mid-February so CH can consolidate the evaluations and complete the annual review before the next contract renewal at the end of March.

The select board has passed along an interest in having all committee and board meetings be recorded and made available to the town residents. This was not a requirement or a formal request. The trustees do not feel a compelling need at this time but will keep the request under consideration should the need or further interest arise in the future.

CH mentioned that the employee manual is not set up with a formal review schedule and hasn’t been completely reviewed in some time, although changes have been made to reflect policy changes as they occur. The feeling of the board is that a formal complete review may be in order but is not a priority and should probably be done by a personnel professional. Note that a good portion of the employee manual references town employee policies.

**Board meeting adjourned** - moved by LW, seconded by PW, passed 5-0 by roll call vote at 2:56 PM

**Next Meeting:** Monday February 22, 2021 at 1:30PM via the jitsi remote meeting platform.

**Notes:** The public hearing for town budgets is scheduled for February 3 at 6:30pm probably over Zoom

Registration of candidates for town positions is January 20 -29. Two trustees’ terms expire this year: LW and JO so two three-year terms are available. Elections are scheduled for March 9, 11am to 7pm.

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