

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 8/23/2021-

**June 28, 2021
Minutes**

Call to Order: Meeting called to order at 10:00am. Present: Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miller, Karen Ponton, Shannon Whalen, A. Xavier (alternate); Lois Brady, Interim Director.

- I. **Review/Approval of Minutes:** Motion by K. Ponton, seconded by S. Heath: That the Minutes of May 24, 2021 be approved as amended by adding under Report from the Library "Motion by K. Ponton, seconded by S. Whalen: To allow the Interim Director to recruit a temporary library aide for 10 hours per week at \$11.00/hour" and changing "provided by Primex" to "reviewed..." Passed unanimously. Motion by K. Ponton, seconded by S. Heath: That the Minutes of June 7, 2021 be approved as amended by deleting "...to next meeting" under Item II.B.2. Passed unanimously. Motion by B. Miller, seconded by S. Whalen: That the Minutes of June 18, 2021 be approved as written. K. Ponton asked for clarification about which position Margaret Adams was hired for. L. Brady said M. Adams was hired for the 10 hour per week position, but she can work up to 30 hours. K. Ponton recommended that in the future it should be clear that an individual is hired for a specific position, pay and hours; if additional hours are needed for some particular reason, the Interim Director could ask the Board for permission to use her discretion in scheduling. K. Ponton asked how the 20 hour per week position is being advertised. L. Brady said she would talk about it later. Motion passed with 4 in favor and 1 abstention.

II. **Ongoing Business**

A. **Treasurer's Report:** Treasurer S. Heath asked whether the Trustees need her to provide printed copies of her monthly Reports. It was suggested that any Trustee who would like printed copies of Board meeting materials stop by the Library on the Friday before the Board meeting to print them out, adding that there would be no charge for the copies. S. Heath distributed her monthly Report. Expenses for May were \$4,954.50. She noted that the \$174.37 under *Repairs/Maintenance* was for replacing the motion sensor for the restroom light. This did not fix the problem, which the electrician attributed to a problem with the wiring. Rather than pay for a more expensive repair, a longer pull chain was attached to the ceiling fixture. The \$400.00 under *Special Projects from Gifts* was for passes to the the Squam Lakes Science Center and the NH Historical Society, plus membership in the NH Preservation Alliance. There were no deposits into the MVSB checking account last month. K. Ponton asked if there was any new information about an anticipated major gift. S. Heath thought this matter would be resolved by the end of July. It was noted that NH RSAs govern the process by which the Library can accept unanticipated funds. Motion by S. Whalen, seconded by B. Miller: To accept the Treasurer's Report. Passed unanimously.

B. **Report from the Library:** L. Brady presented her Report (attached). She remarked that the circulation and use statistics show more patrons are using the Library now that summer is here. In particular, DVD use is markedly up and about twice as many books as DVDs were borrowed during May. She observed that grandparents are bringing their grandchildren who are visiting for the summer to the Library. L. Brady reported that she received the letter notifying the Library that the subgrant for the air purifier has been awarded. The air purifier is installed. She has begun advertising for the library assistant position, and ads will appear in local newspapers this week. Motion by K. Ponton, seconded by B. Miller: To accept the Library Report. Passed unanimously.

C. **Committee Reports**

1. **Building Survey & Design:** There was some discussion about asking the Town Selectman to issue the Request for Proposals (RFP) to implement the drainage improvement project designed by HEB Engineering in 2020. Concern was expressed by B. Miller, K. Ponton and S. Whalen that time may be running out to issue the RFP if the plan is to have the work done in 2022. Building Committee

chairperson A. Nichols said she would have a strategy for the Building Committee at the next Trustees' meeting.

2. **Policy Committee:** A. Nichols said she wanted to postpone discussion on any personnel policies until September, given the Board has other pressing matters to discuss. Policy Committee chairperson K. Ponton disagreed and asked that, since there was still time at today's meeting, the Trustees at least start to review the policies that the Personnel Committee referred to the Board for action back in April (see attached). She felt strongly that continuing to postpone this review was abrogating an essential Board responsibility. After discussion, motion by S. Heath, seconded by S. Whalen: That there be no further work on the entire *Policy Manual* until the Fall except for anything affecting staffing or operational needs that cannot wait and should not be postponed. K. Ponton asked A. Nichols for assurance that the policies currently before the Board would be discussed at the September meeting; A. Nichols would not give assurance. K. Ponton and A. Xavier resigned from the Policy Committee. Motion passed with 3 in favor, 1 opposed and 1 abstention.
3. **Librarian Search Update:** There was no discussion as A. Nichols tabled this item.

III. New Business

- A. **2021 Book Sale:** Brief information about the two (2) successful book sales organized by B. Miller, J. Morse and K. Ponton for July 4, 2019 and August 2019 was shared. A. Xavier offered to help if a book sale is held this summer. S. Whalen said she would think about it. A. Nichols stated she will no longer include this item on the agenda unless there is interest from L. Brady or other Trustees.
- B. **2021 NHLTA Virtual Spring Conference:** None of the Trustees attended this Conference. A. Nichols reported that neither the proceedings nor the new *NHLTA Trustee Manual* are available online yet.
- C. **Thresholds for Spending:** Consensus was to postpone this discussion until the next meeting. A. Nichols was asked to provide information to the Trustees about what this item entails.
- D. **Open Discussion re: Future Meeting Priorities, Etc.:** A. Nichols asked about including a "Story of the Month" as a regular Agenda item. Consensus was for L. Brady to include it in her written monthly report. There was no other discussion.

IV. Other Business: None.

Adjournment: Motion by K. Ponton, seconded by B. Miller to adjourn at 11:03am. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary
atts (3)

Director's Report for June 28, 2021 Trustee Meeting

Increased hours, visits, and circulation:

Patrons have been very positive about the increased hours that the Trustees voted on last month.

Beginning Wednesday May 26, 2021, the open library hours changed as follows:

Monday & Wednesday: 10 a.m. to 6 p.m. (previously 10 a.m. to 2 p.m.)

Saturday: 10 a.m. to 1 p.m. (previously 10 a.m. to 2 p.m.)

As our summer people return, having missed last summer, they echo the enthusiasm of the year-round patrons, expressing deep gratitude for this library, the collection of materials, the service provided and the increasing hours.

Summer has increased visits from an average of 7 visits per open day in May to over 20 visits per open day in June. Circulation has doubled from a month ago and continues to rise. Curbside pickup continues to be popular for its convenience. It is busy.

Staff news:

Margaret Adams began working as a Library Assistant on Wednesday, June 23. With her background and experience, she is learning this library's procedures quickly and will be available to cover for me during the days I am on vacation in early July. She is an enthusiastic, capable, and positive addition to the staff.

I am in the process of looking for one more assistant to recommend to the Board to hire. As we gain staff hours, we will be able to increase service to pre-pandemic hours.

Building news:

Jeff Haines saw that the debris was cleaned out of the basement staircase and that the park benches were set up on the library lawn.

The panic button was tested and is working properly.

Thanks to Sarah Heath, we located and put new strips of the skid-proof caution tape on the inside front doorstep.

Pandemic changes:

As vaccinations increase and COVID-19 cases decrease, the changes in CDC recommendations have prompted changes in public sectors. The State library dropped the quarantine requirement for interlibrary loan materials, and the Governor let the Emergency Order that allowed virtual meetings expire.

The Nichols Board of Trustees are once again meeting in-person. The Board voted to make masks optional in the Library at a specially scheduled meeting on June 18.

Special happenings:

On Saturday June 12, former Director Jon Kinnaman and former Library Assistant Glenn Walters joined patrons on the library's front lawn for a casual **retirement party**. Several attendees, including Jon and

Glenn, expressed appreciation for this chance to catch up and say goodbye—an event possible due to the lifting of pandemic restrictions.

A high quality **air purifier** was purchased for the library and will be reimbursed with monies from an ARPA grant that was offered to state libraries to help with pandemic-related needs. A grant proposal was submitted and awarded to cover the cost of the air purifier and filters.

Statistics:

	Nov	Dec	Jan	Feb	Mar	Apr	May
Physical Circulation							
Adult Reading	99	114	142	128	113	98	171
Youth Reading	7	4	6	6	2	6	12
Audio Books (CD)	9	9	27	22	19	30	29
DVDs	25	45	26	20	23	21	77
Interlibrary borrowing	4	17	4	18	20	3	5
Total In-Library	144	189	205	194	177	158	294
Digital Access Circulation							
NH Downloadable Books	183	180	196	187	215	197	198
Hoopla	55	37	48	52	37	48	46
Kanopy	10	11	34	12	22	33	14
Total Digital Access	248	228	278	251	274	278	258
Grand Total Circulation	392	417	483	445	451	436	552

Unique Users	Nov	Dec	Jan	Feb	Mar	Apr	May
In-Library Active Borrowers	33	35	27	25	31	30	50
NH Downloadable Books	32	30	34	29	29	30	28
Hoopla	8	8	10	8	9	10	14
Kanopy	3	3	6	3	4	5	2

Respectfully submitted,

Lois Brady
 Interim Director
 James E. Nichols Memorial Library
 June 24, 2021

James E Nichols Memorial Library

List of Personnel Policies – Tracking Sheet 5/19/2021

Blue – Up-to-date

Red – Ready for Board Review

Black – Needs Review

(Policies Approved by Board of Trustees in 2011 except where noted below)

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James E. Nichols Memorial Library

LEAVE

Definition: For the purposes of these policies, “immediate family” is defined as spouse, parents, children, foster children, brothers, sisters, immediate in-laws, grandparents, grandchildren, step-parents, step-children, step-brothers and step-sisters of the employee.

***Rationale:** The Policy Committee recommends adding foster children, step-brothers and step-sisters to “immediate family” in the current definition and deleting “other persons living in the household.”*

SICK LEAVE

The Library provides paid sick days to all full-time employees. Sick days are to be used for absences due to illness of the employee or their immediate family members. They are not to be used as extra vacation time, personal days or “mental health days.”

Employees will be paid at the normal straight time rate for the number of hours the employee was scheduled to work. Sick pay will not exceed the employee’s regular workday and/or workweek hours.

Sick leave accrues at the rate of ten (10) days per year up to a maximum of thirty (30) days. Accrual commences on the date of hire but cannot be taken during the first ninety (90) days of employment.

Employees will not be paid for earned, unused sick days upon separation from employment. Employees may be required to provide certification from a health care provider regarding the necessity for taking sick leave. Unless otherwise directed by his/her supervisor, any employee who cannot report to work due to illness should contact his/her supervisor daily about the need to take sick leave and the expected duration of their absence.

Employees who are absent from work due to illness may be required to obtain certification from their health care provider that they are able to return to work. Any employee who fails to report to work or contact his/her supervisor will be considered to have voluntarily resigned from employment.

***Rationale:** No substantial change from current policy. The Policy Committee recommends: expanding use of sick leave to when a family member is ill; clarifying how sick days may and may not be used; adding that certification from a health care provider may be required; and stating consequence for failure to report to work.*

BEREAVEMENT LEAVE

Any employee bereaved by the death in his/her immediate family will be granted time off from work without loss of pay in accordance with the following policy:

Three (3) days of paid time off shall be granted to full-time employees in the event of the death of a member of his/her immediate family. This shall usually include the day before the funeral and the day after. Pay for a part-time employee shall be pro-rated based on the number of

hours, if any, that the employee would regularly work on those days.

Rationale: *Currently, only full-time employees receive paid bereavement leave. The Policy Committee recommends extending the paid benefit to part-time employees on a pro-rated schedule.*

JURY DUTY/WITNESS LEAVE

Any employee called for jury duty or subpoenaed as a witness shall be excused from work for the duration of the employee's service. All benefits shall continue to accrue during such absence.

A full-time employee called for jury or witness duty shall be granted paid leave for (***INSERT NUMBER***) days of service and shall be paid the difference between their regular day's pay and their jury pay. Any absence thereafter will be unpaid leave, unless required by State or Federal law. Pay for part-time employees shall be pro-rated based on the number of hours, if any, that the employee would regularly work on the days of jury duty.

Jury of witness duty for temporary employees will be considered an excused unpaid absence.

An employee summoned for jury or witness duty must inform his/her supervisor as soon as possible and provide a copy of the summons. If released from jury duty, the employee is expected to return to work. If chosen to sit on a jury, the employee should inform his/her supervisor how long the trial is expected to last.

Rationale: *The Policy Committee recommends adding witness leave and clarifying that pay is pro-rated for part-time employees. The Committee makes no recommendation but suggests the Board discuss how long employees will be paid for jury duty. Current policy is "for the duration of the employee's service." The Town pays its employees for 3 days, some libraries pay for 2 weeks; others "for the duration." Jury duty pay is \$50/day; then \$60/day after serving 10 days; most juries last less than a week. (source: US District Court New Hampshire).*

EDUCATION LEAVE

The Board of Trustees encourages staff to take advantage of continuing educational opportunities. At its sole discretion, the Board may grant paid or unpaid leave to full-time and part-time employees to attend workshops, training sessions, conferences or short-term courses. The Board may approve reimbursement for all or part of education and related expenses, such as registration fees, meals and mileage, if requested in advance in writing. All considerations and approvals for education leave and reimbursement shall be handled on a case-by-case basis.

Rationale: *Editorial changes for clarity and renames current section on "Development & Training of Staff". The Policy Committee recommends replacing the phrase "time off" with the phrase "paid or unpaid leave" in the second sentence.*

EQUAL EMPLOYMENT OPPORTUNITY

The James E Nichols Memorial Library is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and Library needs. The Library will not discriminate against employees or applicants for employment on any legally protected

characteristic including, but not limited to: race, color, religion, age, sex, gender identity, sexual orientation, pregnancy, marital status, national origin, physical or mental disability, genetic information (including family medical history), or military service. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, promotion, termination, furlough, recall, leaves of absence, compensation, and training.

Rationale: Editorial changes to conform with EEO, for example, adds military service, pregnancy, genetics & mental disability.

AMERICANS WITH DISABILITY ACT (ADA)

The James E Nichols Memorial Library prohibits any form of discrimination in hiring as well as in all terms and conditions of employment, against individuals with disabilities. The Library will make every effort to make reasonable accommodations to ensure equal opportunity in the application process, to enable qualified employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. An employee who because of a disability requires an accommodation to perform the functions of his/her job should notify the Library Board of Trustees. The Library will maintain all medical information in a confidential manner in accordance with the ADA.

Rationale: Minor editorial changes. Adds that medical information is confidential.

EMPLOYEE SAFETY AND HEALTH

HEALTH & SAFETY PROGRAM

The Library is committed to providing a safe and healthy working environment for all employees. In order to identify and control work-related hazards, employees are required to bring known and potential hazards and safety issues to the attention of their supervisor. Failure to do so may result in an injury that could otherwise have been avoided.

The cooperative effort of each employee and supervisor in the awareness, acceptance, participation and preservation of a functional Health and Safety Program is essential and welcomed. Any employee may submit suggestions to improve safety to the Board of Trustees.

Rationale: No substantial change.

WORKPLACE VIOLENCE

Violence and verbal and physical threats of violence of any kind in the workplace or on Library property by employees will not be tolerated, and employees engaging in such conduct will be subject to discipline, up to and including separation from employment. If an employee becomes aware of any violence or threat of violence, he/she must immediately report the matter to the Center Harbor Police Department.

Rationale: Conforms with RSA 159:26 by deleting reference to bringing guns onto Library premises. Other minor editorial change.

WORKPLACE SEARCHES

To safeguard the safety and property of employees, residents, and the Library and to help prevent the possession and use of illegal drugs on Library premises, it may become necessary to question employees and all other persons entering and leaving Library premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from Library property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on Library premises in pursuit of safeguarding the safety and property of employees and the Library. Employees should understand that all offices, desks, files, lockers, and so forth are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Board of Trustees.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the Center Harbor Police Department and will be subject to disciplinary action up to and including discharge if, after investigation, they are found to be in violation of the Library's security procedures or any other Library rules and regulations.

Rationale: Conforms with RSA 159:26 by deleting reference to gun possession.

NO SMOKING POLICY

The Library is committed to providing a safe, healthy and smoke-free work environment for employees, visitors and vendors. Consistent with this commitment and State Law, smoking is not allowed in any area of the Library building or grounds. Employees wishing to smoke may do so only during authorized breaks and off of the Library grounds. Employees are expected to comply with this no smoking policy. Any employee failing to comply with these rules will be subject to disciplinary action.

Rationale: Minor editorial change.

