

Laconia Public Library  
Board of Trustees  
Minutes of Meeting  
Reference Room, Library  
September 24, 2020

## **I. Call to Order**

Laconia Public Library Board of Trustees held their meeting in the Reference Room of the library with most Trustees participating remotely via Zoom. Chairman John Moriarty called the meeting to order at 5:30 pm.

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

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 Zoom platform for this electronic meeting.
- 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 Zoom.
- c) Providing a mechanism to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 524-4775 or email at: [info@laconialibrary.org](mailto:info@laconialibrary.org).
- d) Adjourning the meeting if the public is unable to access the meeting. In the event 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.

Present in the library: Chairman John Moriarty and Director Randy Brough.

Participating via Zoom App: James Anderson; Aaron Bassett; Kimberly Danosi; John Perley and alternate Bruce Kneuer.

Not present: Marie Bradley and Liz Rosenfeld.

Chairman seated alternate Kneuer.

Teen Librarian Brianna Hemmah gave a thorough overview of the responsibilities and mechanics of managing her collection of books and non-print materials. She enthusiastically discussed collection development with a focus on fitting both new and classic items into a finite space. Brianna's approach is innovative and resourceful. The Board greatly appreciated Brianna's participation in today's meeting.

## **II. Reports**

### **A. Secretary's Report**

August 27 meeting minutes were accepted as written. Motion made by Perley; seconded by Anderson. Roll Call vote was taken, all voted in favor.

B. Treasurer's Report

August 31 and June 30 (end of fiscal year 2019/2020) financial reports were reviewed.

C. Endowment

John Perley summarized the portfolio and the Board will continue to review it.

D. Personnel

One furloughed staff member has not yet received medical clearance to return to work.

Admin/Technical assistant position remains unfilled. A committee meeting will be scheduled in the near future.

E. Policy

F. Buildings and Grounds

1 New England Chimneys performed repair work on chimney, flashing September 16, 17. The worker indicated that a chimney cap was not necessary. Tradesmen Builders has been contacted to repair damage to Children's Room ceiling and Main Street entrance.

2 The Director has contacted Associate Concrete Coatings several times regarding the repair of the Church Street steps. He has yet to receive a response, will continue to reach out to them.

G. Technology

Switches have been ordered. Library will be replacing oldest public use computers in the near future. A list of feature requests for LPL website upgrade has been submitted to City IT Department.

H. Chairman's Report

Liz Rosenfeld has retired from her librarian position at Pleasant Street School. In appreciation for her years of service on the LPL Board of Trustees (beginning December, 2014) the library will purchase books in her honor. Former Trustee and friend Jon Nivus passed away earlier this week. To remember and honor him, books will be purchased in his name as well.

I. Director's Report

It has been just over two months since the Laconia Public Library re-opened to the public, allowing browsing throughout the building and use of computers on all floors. The maximum number of patrons allowed in the library is thirty, and we have yet to reach capacity. Rarely do we have as many as fifteen patrons in the building at any one point in time.

Many libraries in New Hampshire are still closed to the public. Some that are open permit people to use computers by appointment only, with no browsing of the stacks. Every library I have checked is operating on reduced hours and with limited services. Our hours are fewer than pre-COVID, but we are opened 42 hours, including two evenings and Saturdays. We continue to offer curbside service all of the hours that we are open. I feel that given our staffing and the addition of the greeter position, Laconia Public Library is offering excellent service to our patrons while maintaining appropriate safety standards. We want to avoid complacency and continue the same level of vigilance while continuing to offer a high level of library service to our community.

My recommendation is that the library maintains current hours and methods of operation for the next thirty days and that this item be kept on the October Agenda.

### **III. Old Business**

- A. Children's Room Plan
- B. Archivist Report; Director will see if he will be available for the October 29 meeting.
- C. LHMS was paid \$1,000 (of \$5,000 originally committed) for work performed to date on the History of Libraries exhibit.

**IV. New Business**

**V. Adjourn**

Motion made by Perley to adjourn the meeting, seconded by Bassett. Roll call vote taken; all voted in favor. Meeting adjourned at 8:08 pm.

Next meeting - October 29<sup>th</sup> at 5:30 pm.

Respectfully Submitted,

Randy Brough

DRAFT