

Northumberland Public Library
Board of Trustees Meeting
Draft Minutes
September 8, 2021
“Open to the Public”

Donna Hamilton opened the meeting at 4:00pm. Present were Nancy Merrow, Donna Hamilton, Mark Robinson, Theresa Cormier, Gail Rossetto, Kathy Frechette, Rae Davenport

Motion was made by Nancy to accept the July 14, 2021 minutes with corrections and to accept the August 13, 2021 Special Meeting minutes. Seconded by Mark. All in favor.

Staff Report:

The staff report was read by Gail. Our circulation was low in August. People were on vacation and it looks like patrons are not taking DVD's out as readily as they used to. The good news is that we have seen many more parents bringing their children in to get library cards and to take out books. Hopefully this is a good sign. Our total circulation was 519. That number included 67 downloads. Motion was made by Mark to accept the Staff report and seconded by Nancy. All in favor.

Treasurers Report:

The treasurers report is attached. Motion to accept the Treasurer's report was made by Mark, seconded by Donna. All in favor.

Old Business:

Exterior Stair Repair:

We have given John King the down payment of \$2200.00 for the repair to the exterior stairs to the basement. He will purchase the materials needed, store them for us, and the project will be started and completed in spring of 2022. The additional \$2200.00 will be paid on completion.

Vaccination Questioning:

At the August meeting, Gail was asked to research if the library employees were allowed to ask if a patron is vaccinated or not. At that time, we were asking that question and allowing patrons who had been fully vaccinated to come into the library without a mask. The bottom line is that it is not a HIPAA violation to ask if a patron has been vaccinated. The patron does not have to answer the question, but the library has the right to deny entry to the building if they think it is necessary. Since we are now back to asking everyone to wear a mask in the library, it is not necessary to ask if someone has been vaccinated. Gail has attached RSA 202-A:6 (management of public library property) and information from HIPAA.

NHDIP Account:

At the July meeting, Nancy discussed the \$46,640.07 that we have in the NHDIP account. We discussed possibly pulling the account from NHDIP and reinvesting it elsewhere if it could be done without any penalty. Nancy spoke with Beth Galprin about our ability to withdraw the funds. She said that we have total liquidity and can withdraw the funds at anytime. Nancy asked the board if they wanted to pull all the money or pull some and

leave some to see how the interest rates change. We need to look at area banks and CD rates or Money Markets. Nancy will make sure that there are no fees to withdraw the funds from NHDIP and we will make a decision at the next meeting in November.

New Business:

Sustainable Shelves Program:

At the special meeting in August, Gail mentioned a new program from Baker and Taylor called "Sustainable Shelves". This program is a way for the library to receive a 15% credit on new purchases. from Baker and Taylor. When the library "weeds" the shelves, we make a spreadsheet of all the books removed from circulation, send it to Baker and Taylor and they get back to us with a list of the books they will give us credit for and a list of the books that they will recycle for us if we so desire. They will even provide boxes for us free of charge. On their website, there is a place to print out a shipping label and UPS will pick up the books and deliver them to the address provided. Again at no charge to the library. The library receives the credit within 30 days and it shows on our monthly statement.

Other Business to be Brought Before the Board:

The Board discussed some library improvements that we would like to accomplish before the end of the year. We need to have the windows (inside and outside) washed. There is a company in Littleton called "Streak Free Window Cleaning". Gail will get a quote. Donna mentioned that Passumpsic bank uses a company to clean their windows and she will check in with them. Nancy will contact Madeline Hart and see if she is still doing this type of cleaning. We will also look at replacing our office and computer chairs, replacing our entrance rugs at the front and back doors, and buying a hard cover for the air conditioner to keep the cold air out in the winter. Mark asked if we could see about hiring someone to shovel our front and back walkways. The Town shovels our walkways when they can, however, they do not always have the time during winter storms. Alan Rossetto will talk to Glenn and ask him about the shoveling at the library.

Non-Public Session (Pursuant to RSA's 91-A:3, II C)

No non-public necessary

Nancy motioned to adjourn. Mark seconded. All in favor. Meeting adjourned at 4:38pm.

Next meeting will be November 10, 2021.

Respectfully submitted by Gail Rossetto

****This institution is an equal opportunity provider and employer.****