



Gilford Town Hall: 47 Cherry Valley Rd., Gilford, NH
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Gilford Public Library Board of Trustees
Minutes of December 9, 2020, ZOOM Meeting

Attending: Katherine Dormody, Betty Tidd, Alexis Jackson, Diane Tinkham, Jack Lacombe and Mike Marshall

The meeting was called to order at 10:02 am.

Minutes of our regular November 10 and special November 20, 2020, meetings were discussed; a motion to accept was made by Jack Lacombe, seconded by Diane Tinkham and approved.

Reports

Circulation

Overall we are down about 11 percent from last November and 9 percent from last month. Overdrive numbers continue to increase and we had more member renewals online. After shutting down in-person programs, we have encouraged curbside use so that has increased again.

Programs

We had 152 in-person attendees for programs and 350 viewers attend live programs. At the end of the month we had 4,468 views of programs that were posted online. The most viewed program we had last month was Betty's Thanksgiving Pies with 1,101 views!

Volunteers

We had 221 volunteer hours in November, down from 273 last month and 385 last year. Long-time volunteer Iris Whitehorn had her last day this month. She was one of our weekly shelvers and started when we were still in the old building over 12 years ago so she will leave a big hole. Betty is preparing a thank you from the Trustees. We will be losing a few more shelvers soon, but just for the winter.

Budget

As discussed in previous months, we are well under budget due to the pandemic. ENE was on site Monday performing preventative maintenance.

Old Business

- A. Building issues – Jack met with Gilford Well on Tuesday. They had a crew on site reviewing the filter issue. The owner will meet with Jack today to discuss remedies to the excessive sludge entering our system. Other building issues

recently completed are leveling the pavers and replacing vestibule carpet. Still to be done in the spring is power washing and sealing pavers.

- B.** Friends – Annual membership letters are being sent out. The project should be complete next week.
- C.** Cataloging Project Update - NH collection is done as well as the DVDs and Oversize collection. Everything is finished for time being!
- D.** Budget – Katherine will provide meeting dates as they are set.
- E.** Re-opening – We had a lengthy discussion regarding our pandemic response, including public access to the building and contact tracing for staff. The following modifications were made to our plan.

If a staff member has been in contact with someone who has tested positive they will be tested within the appropriate 5-7 day window. If a staff member tests positive and they have been working during the infection period and has come into contact with other employees then the library will close for a minimum of 24 hours to deep clean the building and conduct contact tracing. The Library will reopen if enough staff haven't been exposed make it possible to do so. Any staff exposed will self-quarantine for 10 days. We will follow the NHHS protocol.
Moved by Betty, seconded by Jack, all in favor

- F.** Town Newsletter – The first issue went out and Katherine acknowledged the positive feedback from Trustees. It was shared at the Department Manager meeting and she thinks we should be getting even more departments to participate. We are still working on modes of delivery as the Town website is undergoing an overhaul.

New Business

- A.** COVID Procedures – We stand firm regarding mask wearing. Protecting our employees and our patrons is our primary concern. We will continue requiring all that enter the building to wear a mask. Reasonable accommodations will be made to ensure adequate service is available including curbside pickup, eBooks, home delivery, online and streaming programs. WiFi is available from our parking lots.
Moved by Betty, seconded by Jack, all in favor
- B.** Annual Report - almost time to submit. Katherine will follow the same format as last year.
- C.** Hourly Employees Pay rates - the Town negotiated both union contracts and they have been approved. After passing these, the Selectmen voted to increase FT administrative and regular PT (over 20hr) administrative positions by \$1/hr effective next week. This will come from already approved budget proposals. We feel we can make some adjustments and reach this \$13,167 allocation. One

employee was given \$1 in lieu of merit increase, two employees were given merit in addition to \$1/hr increase, one long-time irregular part-time employee was included, and other irregular and probationary employees were not included. Moved to accept this adjustment and regular merit increases by Jack, seconded by Betty, all in favor.

The next meeting will be held on January 13, 2021, at 10:00 am.

Meeting was adjourned at 11:17 am

Respectfully submitted

Alexis Jackson

Attached: Supplement to Governor's Order on masks