



Weare Public Library
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Board of Trustees

Brenda Cannon, Chairwoman
Josh Hilliard, Treasurer
Mark Carey, Secretary
Heleen Kurk, Alternate
Diann Couture-Smith, Alternate
Thelma Tracy, Director

-- Approved Minutes --

Minutes

Board of Trustees Meeting

Thursday October 1, 2020

Present: Trustees: Chairwoman Brenda Cannon, Treasurer Josh Hilliard, Secretary Mark Carey, Acting Director Thelma Tracy, Alternates: Diann Couture-Smith and Heleen Kurk.

The meeting was called to order at 7:01 pm as per RSA 91-A: 1-a.

Public Session:

Entered into Public session at 7:01 pm.

Acceptance of Minutes:

The meeting minutes from September 3, 2020 were reviewed. No corrections were noted and Chairwoman Brenda Cannon moved to accept the minutes for the September meeting. Treasurer Josh Hilliard seconded the motion. All present were in favor. The meeting minutes were accepted.

Director's Report:

The Director's Report for the month of September 2020 was reviewed. Acting Director (AD) Thelma Tracy presented data of the past month's operations.

- AD Tracy reviewed circulation numbers for the month.
 - Adult circulation: 5005, Children's circulation 4209, Total with all other categories 12,100.
 - Total including Downloadables, 19,320
- AD Tracy informed the board of progress to date relating to the antiquated shelving in the Paige room. One of the vendors contacted by AD Tracy to submit an estimate/bid for replacement of the shelves pointed out that some of the shelves are unstable and might present a safety issue.
- The New Hampshire State interlibrary loan system is back up and running. Our library is participating and we quarantine books both coming in and going out according to state guidelines.
- The miniature library for the "Jack's Little library Memorial" has arrived. As of the time of this meeting it was on display at the circulation desk in the Paige room.
- AD Tracy pointed out that the minutes for the last selectmen's meeting indicated that our HVAC project has been put on the CIP. AD Tracy plans to attend the next Selectmen's meeting on October 5 to present additional information.

Chairwoman Brenda Cannon moved to accept Funds from various sources in the amount of \$53.91. Alternate Diann Couture-Smith Seconded the motion. All present were in favor and the motion passed.

Chairwoman Brenda Cannon moved to accept the Directors Report for September 2020 Treasurer J. Hilliard seconded the motion. All present were in favor and the report was accepted.

Old Business:

- The board discussed the safety issues concerning the older shelves in the Paige room.
 - As per acting director Tracy's recommendation the interim policy is as follows:
 - Borrow folding tables from Friends of The Library.
 - Remove books from the three shelving units identified as presenting a safety risk.
 - Display the books temporarily on the folding tables and tape off the area around the unsafe shelves.
 - Members of the board viewed and evaluated the shelves in question. AD Tracy and the Board then reviewed information from two companies who have submitted estimates for replacing all the shelves in the Paige room. This included specifications for the shelving units themselves, possible new floor-plans, and a review of company/product brochures.
 - Chairwoman Brenda Cannon moved to expedite the project due to the safety issue. Treasurer J. Hilliard seconded the motion. All present were in favor and the motion passed.
- Painting the Paige Room, the offices and the rest room.
 - Acting director Tracy presented, and the board reviewed estimates from three different painting contractors.
 - The decision was made to delay the painting project until after the completion of the shelving project.
- HVAC project, estimates for replacing the mini split heat pumps throughout the library were submitted to the board of selectmen. Chairwoman Brenda Cannon and AD Thelma Tracy will attend the upcoming meeting of the selectmen on Monday, October 5 to present their plans for dividing the project up and moving forward more expeditiously on the units most in need of repair/replacement. Currently the unit in the office area drips constantly and the water is collected in wastebaskets on top of the counter. The situation is unacceptable.

New Business:

- Two candidates were interviewed for the position of library director. The position was offered to Clay Kriese. Mr. Kriese has accepted the position and has a prospective starting date of November 1
- The budget for next fiscal year has been prepared it was distributed to trustees for evaluation.
- Reopening the library.
 - Clear protective screens have been installed at the circulation desk in both floors.
 - Reopening will commence by appointment with each person and/or family given a time period of 1/2 hour in the library.
 - The decision as to whether to open up any of the restrooms has not been settled. However, if one or more restrooms are open they will be cleaned between appointments.
 - Patrons will be encouraged to use the appointment system, however, patrons who arrive at the library without an appointment will be admitted if no one else is using the library at that time.
 - Patrons will be requested to wear masks while in the library. Patrons opposed to the mask policy will be offered curbside service.

No further business to discuss, Chairwoman Brenda Cannon made a motion to adjourn; Treasurer Josh Hilliard seconded the motion. All present were in favor. Meeting adjourned at 8:19 pm.

Next meeting is Thursday November 5, 2020 at 7:00 pm at the Library

Respectfully submitted,
Mark Carey, recording secretary