

FINAL

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, September 1st, 2020
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Weber Valiante (Secretary), Ann Sharfstein, Morgan Swan, Emma Wunsch (Alt.)

MEMBERS ABSENT: Susan Desrosiers, Laura Barrett

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Deputy Library Director)

1. CALL TO ORDER: Chair Francis Oscadal called the meeting to order at 7:02 PM

- **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A “Right to Know” requirements.**
- **During the absence of Susan Desrosiers, Emma Wunsch was given voting privileges for this meeting.**

2. REVISIT THE LIBRARY’S COVID-19 TRANSITION PLAN:

Chair Oscadal acknowledged that Nancy Fontaine and Donna Hartford were two people attending the meeting who are interested in becoming an alternate member of the Library Board of Trustees. This meeting will go toward the requirement to attend a Library Board of Trustees meeting before they apply for the position.

Chair Oscadal went over the library operations as of today’s date. The libraries are currently at Phase 3 which consist of contactless pickup at both libraries, online resources made available, and an outdoor tech lab that has been running on Thursdays beginning at 2:00pm. The Kilton Library has a physical display of books and games in the windows to be viewed by the public. There are also personalized reading recommendations online as well as book lists, such as staff picks and find your next favorite which allows you to see materials on either side of the book you were looking at. The limitation to all of this is that you need to have access to a computer to accomplish the browsing part.

Chair Oscadal opened the discussion on whether it was time to open the libraries to the public in Phase 4. There are 2 options: A: To move forward with indoor computer use or B: To move forward with indoor computer use and open indoor browsing at the Kilton Library only, by appointment, with limited amounts of people allowed in the building at a time. Restrooms, meeting rooms and the story time room all would not be opened.

Mr. Swan spoke against the idea of opening the buildings at this time. He would like to wait to see what will happen with Dartmouth College students returning to the area from all over the county, students going back to school, an election coming up, and using the Kilton Library as a polling place with many people coming through the building to vote. He worried about the libraries becoming a place that could possibly be a vector to spread Covid-19 and was not willing to risk the health of the patrons or the

employees of the libraries. He would like to see how the community numbers look after voting and the schools go back in session and then re-visit the idea of opening the buildings to patrons. Mr. Morgan expressed his concern with cross contamination.

Ms. Sharfstein believed that opening the building for browsing is very important to the public and necessary for people's mental health and wellbeing. She would like to see the building opened for a few appointments throughout the week. She said for some people, especially those without internet access, books are not a luxury item, they are needed, especially at this time.

Ms. Valiante agreed with Mr. Swan. She did not believe that letting people self-assess their health before coming to the library would necessarily work out and she understood the desire to wait and see what would happen with voting and school starting again. She would like to wait until at least October 1st before opening the building to the public.

Assistant Director Lappin checked around with other libraries to see how they were proceeding with opening to the public. She spoke with the Howe library and they do not plan to re-open until at least October to see how the Covid-19 numbers look. She also spoke about how the community of Lebanon looks toward the library to see what the climate is and she is concerned that if the libraries open people might assume that it is safe now and not take as many precautions. She said that patrons call all the time to take out books and that seems to be working. When the library does re-open, she envisions that the process will be slow and done as safely as possible.

Director Fleming spoke on the re-opening plans and explained that the Trustees would need to vote on a plan to re-open and a time to implement Phase 4. At this time, the reopening plan would only be for the Kilton Library. It has a great HVAC system and would be able to circulate the air better. The Lebanon Library does not have that ability, especially in the winter. He also explained that he has spoken to the staff to see what their thoughts were on re-opening. The staff is split 50/50 with wanting to open and not wanting to let the public back into the buildings. They were more positive with computer labs opening before the stacks would be for browsing. He believed the number of patrons that the library would start allowing in the building when they re-opened would be 20.

Mr. Taylor wanted to confirm that the Board would be voting tonight but that the plan would not be implemented right away. Mr. Taylor was also concerned that if there were employees who did not want to work with the public, their jobs would be in jeopardy. He did not want the employees who still wished to work from home feel like that would adversely affect them.

Director Fleming plans to ask staff to work in the Kilton Library on a voluntary basis. He wants the staff to feel safe while doing their job. He understands that some staff do not feel safe working with the public and that there are some that do.

Chair Oscadal agrees that taking a wait to see approach to schools going back in session was a good idea. He would like to see where the Covid-19 numbers are after everyone is back in school.

Director Fleming asked if the Library Board of Trustees wanted to move the next library meeting from September 22nd to September 29th. Everyone indicated that the new date would work for them.

Discussion continued among the Trustees on re-opening plans for the Libraries, which Phase they were most interested in and when would be the best time to put Phase 4 in place.

Ms. Sharfstein had to leave the meeting at 8:09PM.

A MOTION was made by Mr. Taylor to amend Phase 3 adding authorization to Library Management to add public services outside of the building if they feel it is safe and warranted.

Seconded by Mr. Swan.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Weber Valiante, Morgan Swan, and Emma Wunsch all voting Yea.

None voted Nay.

**** The Vote on the MOTION was approved (5-0).***

Discussion continued among Board members on the next possible Motion and vote to take place between Phases 3 and 4.

A MOTION was made by Mr. Taylor to stay at Phase 3 but ask that the Library Staff and Management begin planning and implementation to be ready for Phase 4 no sooner than October 1st, 2020.

Seconded by Ms. Valiante.

Roll Call Vote:

Stephen Taylor, Susan Weber Valiante, Morgan Swan, and Emma Wunsch all voting Yea.

Francis Oscadal voted Nay.

**** The Vote on the MOTION was approved (4-1).***

Director Fleming asked the Board if the next thing would be to choose which option in Phase 4 to implement or if the Board would like the Staff and Management to work on both options? He said that if the Board chose Option B they would want to put in some plexiglass barriers for the staff.

A MOTION was made by Mr. Swan to empower the Library Administration to begin planning for both Options A and B, including timelines for implementation that would then be presented at the next meeting to the Board.

Seconded by Mr. Taylor.

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Weber Valiante, Morgan Swan, and Emma Wunsch all voting Yea.

None voted Nay.

**** The Vote on the MOTION was approved (5-0).***

Chair Oscadal confirmed that the next Library Board of Trustees meeting will be moved to September 29, 2020.

3. OTHER BUSINESS:

Mr. Taylor told the Board that back in May his office was sprayed with some type of disinfectant that is supposed to resist germs and bacteria on hard surfaces and should last 3 to 5 months. Should that be

considered for use at the library? Mr. Taylor will send the information on the product that his office used to Director Fleming.

Director Fleming spoke on the issues and problems that the Kilton Library has been having on the North side of the building. The plaza next door has also been having issues. It was decided that the entire area will be fenced in, the plaza owner will be giving \$6,000.00 toward the project. The area behind the bus stop will need approximately 125 feet of fencing and gates.

4. ADJOURNMENT:

*A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:42 PM.
The MOTION was seconded by Ms. Valiante.*

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Emma Wunsch, Susan Weber Valiante, and Morgan Swan, all voting Yea.

None voted Nay.

** The Vote on the MOTION was approved (5-0).*

Respectfully submitted,
Barbara Higgins
Recording Secretary