

**Peterborough Town Library Board of Trustees**

**Virtual Meeting**

**Draft Minutes**

**August 13, 2020**

**Meeting called to order:** 6:00 pm

**Trustees Present:** Marcia Patten (Chair), Ron Bowman, Ron Drogy, Deb Caplan (alternate), & Libby Reinhardt (alternate), Karen Struthers (Treasurer)

**Others Present:** Corinne Chronopoulos (Library Director)

**Motion to approve the minutes from July 16, 2020 meeting. Motion passed RB, DC.**

**Roll Call**

**KS Yes,**

**MP Yes**

**RB Yes**

**RD no vote (not yet present)**

**Motion to authorize Deb Caplan to vote for Laura Hanson. KS, RB Motion Passed.**

**Roll Call**

**KS Yes,**

**MP Yes**

**RB Yes**

**Motion to approve the minutes from July 30, 2020. KS, RB Motion Passed.**

**Roll Call**

**KS Yes,**

**MP Yes**

**RB Yes**

**DC Yes**

**RD Yes**

**Motion to approve the Treasurer's report July 2020. RB, RD motion passed.**

**Roll Call**

**KS Yes,**

**MP Yes**

**RB Yes**

**DC Yes**

**RD Yes**

**Director's Report Highlights**

**Budget/Staff:**

Patron Service Assistants are hired at a rate of \$11.00 per hour. This position requires extensive technology skills, customer service skills, library knowledge, and the ability to multi-task and learn new skills. Corinne would like to raise the new hiring minimum wage for this position to \$14.00 to reflect the skills required and compete with local wages. This will have no impact on our bottom-line personnel wages line item. My plan would be to make these adjustments during the regular employee review process to those who are not at this minimum wage.

The Board asked Corinne to prepare a quick analysis of how this would affect the bottom line and next FY, as well as the forecasted budget for the new building.

The full-time staff are still working remotely for about ½ of their weekly hours. The plan is to continue this structure until we learn more about how the pandemic response in NH continues into the fall and winter months. Five other part-timers rotate hours.

All staff have the PPE they need. Corinne created a written handbook to compile all of the many policies, procedures, and documents created to respond to the pandemic.

**Program/Services updates:**

Mary Hubbard created fantastic short tutorial videos. Check them out here:

<https://peterboroughtownlibrary.org/elibrary/tutorials/>

Computer appointments are now available to the public.

The Big Community Read has been announced. Please check out full details here:

<https://peterboroughtownlibrary.org/communityread/>

Museum Passes and Magazine subscriptions have been discontinued for 2020 because of the COVID impacts.

## **Summary of monthly statistics:**

Curbside Services: We circulated 1,641 items to residents in the month of July!

Perspective—in July 2019 we circulated 5,988 items.

Family Storytime: 37 attendees

Pizza Pages (middle school book club): 6 attendees

Tech Drop-in: 19 attendees

Tech Classes: 52 attendees

Short Reads club: 4 attendees

## **Fall Plans:**

The youth department has some great plans for the Fall. They are considering doing some outdoor programming and possibly hosting storytime outdoors. They have been doing a great job networking with parents, childcare providers, and the Rec Dept. Final decisions will be made when Lisa returns from vacation.

## **Motion to accept the Director's Report. KS, DC Motion Passed**

### **Roll Call**

**RD Yes**

**MP Yes**

**KS Yes**

**RB Yes**

**DC Yes**

### **1833 Society Report**

The campaign has just under \$210,000 to raise to meet their final goal. The building construction is progressing on schedule and on budget. Demolition is complete. The footings have been poured. The architects have begun site visits and issuing field reports.

A finance committee, (Sandy Bibace, Carl Mabbs-Zeno, Mike Morison, Leo Smith, and Corinne Chronopoulos), meet monthly to review project finances.

### **Antiracism Follow-up**

Corinne read through the list of action items the board suggested after completing the antiracism training with Mary Hubbard. The list included:

- Policy review
- Think about improving BIPOC via Program representation
- Staff- new employee orientation to include racial bias awareness training
- Posting a reading guide and materials for the public
- Think about residents who are not library patrons and how to impact them and/or include them
- Agenda item on antiracism every month
- Find ways to include people who don't want to talk about white privilege and racism into the conversation
- Integrate antiracism activities into strategic plan and/or an interim plan while we prepare for the next strategic plan process

The board discussed the various ways the library could act on these points and identified a few that were completed. The need to continuously review this work was talked about extensively. The Board also noted this should include representing all types of diverse peoples and experiences. Corinne suggested that a basic policy for diversity and inclusion be created to identify the Boards dedication to support racial and social justice and outline the ways in which they will do that on an ongoing basis. This would ensure many points in their list are completed regularly including policies review, staff orientation including racial justice training, and collections and programming review. Corinne will draft a policy and bring it back to the board.

### **Face Mask Resolution review**

The Board reviewed the drafted resolution. The word "required" was substituted for "formally requests. The board noted that staff should be prepared to handle patrons who refuse to comply and feel comfortable calling the police if there is conflict. Staff should also use common sense in offering accommodations to those who will not wear a mask and still provide them the services available to other patrons.

Motion to pass the resolution to require face coverings, RB, KS. Motion passed.

### **Roll Call**

**RD Yes**

**MP Yes**

**KS Yes**

**RB Yes**

**DC Yes**

**Next meeting: September 17 at 6:00 PM**

Meeting moved to nonpublic session.

Respectfully submitted, Corinne Chronopoulos

PETERBOROUGH TOWN LIBRARY BOARD OF TRUSTEES  
NONPUBLIC MINUTES of ZOOM MEETING

DATE: August 13, 2020

PRESENT: Ron Bowman

Meeting called to order

Deb Caplan

Time: \_\_7:20 pm\_\_

Ron Drogy

Marcia Patten

Karen Struthers

Others present: \_\_\_Director Corinne Chronopoulos, who stayed long enough to discuss her goals for the coming year.

Motion to have alternate Deb Caplan vote in place of trustee Laura Hanson. RB, KS.

Voting in the affirmative by roll call, DC, RB, RD, KS, MP

MOTION TO ENTER NONPUBLIC SESSION under RSA 91-A:3 II(a) – personnel

MADE BY: \_\_\_RB\_\_\_      SECONDED BY: \_\_\_KS\_

Voting in the affirmative by roll call, DC, RB, RD, KS, MP

THE BOARD ENTERED INTO NONPUBLIC SESSION AT: \_\_\_7:20pm\_\_\_\_\_

Trustees discussed the director's performance over the past year, in preparing the annual review form.

Motion made not to seal the minutes by RD, seconded by DC:

Board voted unanimously by roll call not to seal the minutes: DC, RB, RD, KS, MP

Motion made by RB, second by DC, to adjourn to public session

Board voted unanimously to adjourn by roll call, DC, RB, RD, KS, MP

THE BOARD REENTERED PUBLIC SESSION AT 7:45 PM

Motion to adjourn made at \_\_\_7:45 PM. By \_\_RD\_\_\_\_\_Seconded  
by\_\_\_DC\_\_\_\_\_

Voting in the affirmative by roll call, DC, RB, RD, KS, MP

Meeting adjourned at 7:46 PM

Respectfully submitted, Marcia Patten, secretary pro tem