

Trustees' Meeting Olivia Rodham Memorial Library
Monday, June 20, 2022, 3:00 PM
Meeting Will Be Held at the Library and ZOOM

I. Call to Order at 3:05 PM

Present: Anita, Gretchen, Lew, Sara, Karen, Judith (alternate), Jen (alternate, acting as secretary in Jan Perry's absence)

Motion was made to approve the minutes of May meeting, seconded, motion passed.

II. Reports

A. Library Director Report

- 1) **Trustee Email:** NHTLA has suggested that Trustees, as elected officials, should conduct correspondence for their elected role using a designated email for that correspondence. This is the same best practice recommended for elected Boards of Selectmen and other elected boards in towns. The main reason is NH RSA 91-A, Right-to-Know law: if trustee correspondence occurs via personal email, all of that trustee's personal email is potentially discoverable if a lawsuit occurs and it goes to court.

ORML trustees felt individual emails would be burdensome and a single trustee email ormltrustee@gamil.com has been created. Gretchen volunteered to monitor this group trustee email. Another work around to avoid discussion based email threads is to send group emails with the recipients entered in BCC. This ensures trustees can respond only to the email sender, not to the group at large, therefore minimizing the possibility of discussing policy issues outside of an official meeting. Kris shared a flowchart handout from NHMA to assist in determining if communication between members constitutes a meeting subject to the Right to Know Law.

2) Suggested Policy Changes

- a) Remote Work - Kris presented notes and suggested language for a Remote Work policy. All agreed this should be included in our policies and will be pursued at a future date.
- b) IX. Complaint Policy - Kris suggested we revise this policy to read "Reconsideration of Materials" and ensure that those that wish to petition for or against certain materials are residents of Nelson. Karen agreed to review.
- c) XII. Youth Behavior Expectations: Based on feedback from a Nubanusit Library Conference, Kris posed the following revision: if a child remains at the library ½ hour after closing and no parent arrives, the director may contact the police. This is to protect against liability from having an unsupervised child on town property. Trustee feedback to this suggestion was that it sounded too harsh and inapplicable for our small town. Local school rules dictate that once a child is in third grade, they may get off a bus without parental supervision and an 11 year old middle schooler may leave school grounds at will. The board agreed to think about these points and discuss further at the July

meeting.

3) Colonial Garden: Kris did a thorough review of trustee minutes and did not find any reference to the Colonial Garden. The Ag Committee is now working with the SelectBoard regarding the Colonial Garden and wattle fence. The Library continues to support the garden as long as it does not hurt the building.

4) June Events: In person book group *Sense of an Ending* by Julian Barnes. (ZOOM)
Talking about Death.

5) July Events: (All In Person Events)

July 12 Noon Outdoor cookbook group (picnic cookbooks)

July 14 Book Group *One In A Million Boy* by Monica Woods

July 14 Summer Reading Program *Whales and Seals* Free outdoor program with inflatable life sized whale!

July 21 Friends Annual Meeting

July 27 Monadnock Music for Kids permission granted to be held indoors at Town Hall

July Wednesdays at 4PM Kids summer reading program with story and activity

6) OWL System: Jeff, the Library Aide, visited the Keene Public Library to learn in person about The OWL 360 degree webcam/microphone hardware presentation system ORML has been considering purchasing since the pandemic. His organized and comprehensive presentation included costs, pros and cons, and an alternative, more affordable piecemeal system consisting of individual web cameras, microphones, and sound mixer. The savings from this route could allow purchase of an optional video display.

Sara suggested that the appeal of the All In One plug and play system outweighs the price savings of the individual components which are confusing, difficult to set up and have more likelihood of failure. The OWL is a good option for round table discussions but the library primarily needs a way to easily project presentations. The OWL could be utilized for meetings in the downstairs community room but the ZOOM licensing could be tricky. Lew pointed out that the money put aside for technical upgrades exceeds both routes and perhaps a new laptop could be considered as well. It was suggested that Kris and the board digest the information, think about the pros/cons and potential needs/uses in order to reach a final decision.

B. Treasurer's Report (Lew)

Lew presented the treasurer's report and felt all was on track for halfway through the year and the checkbook balanced. He commented that the investment group was moving from Raymond James to Stewardship Partners but should be a non issue. Motion made to Accept the Treasurer's Report, seconded and motion passed.

C. Corresponding Secretary Report (*Gretchen*)

Gretchen noted that the following thank you notes went out: Ted Link for blueberry mulching, Mike Tarr for helping with picnic tables, Patsy Beffa Negrini for book donation. Gretchen is waiting for information on Marianne French Hammond's address to thank her for her children's book donations.

III. Library Policies Review

1. XVI. Volunteers (tabled from May meeting) *Karen Hersey*

Karen reworked the policy, pulled the previously approved Volunteer Service Contract language out of the policy text and added it as an attachment. Karen noted that a reference to The Friends of the Library was removed from the policy and the Friends are not mentioned at all in the policies now. Kris said she would ask her online library network their opinions about policies for organized library volunteer groups.

Low motioned to accept the proposed revision to Policy XVI. VOLUNTEERS, the motion was seconded by Gretchen and passed unanimously 6/20/22.

2. Review of Library Health and Safety Protocols – protocols reviewed and agreed to continue current policies.

IV. Other New Business

Anita addressed the possibility of a new way to organize the policy review process to ensure we review each on a timely, measurable basis. Low confirmed that best practice should include dates on each policy, detailing when they were originally accepted, amended or revised. For next month, Anita will review ideas and bring a suggestion of how to better organize policies.

Next meeting July 18, 2022 at 3:00 PM

Motion to adjourn, seconded, motion passed.

Meeting adjourned at 4:57 PM