

Freedom Public Library Trustees Meeting
September 10, 2020 Draft Minutes
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In attendance via the Zoom digital conferencing platform:

Chuck Brooks, Chair; Jayne Britton, Treasurer; Maureen Elliott, Trustee; Paul Mathieu, Secretary; Ann Pierce, Trustee. Others: Elizabeth Rhymer, Library Director

The board agrees that the meeting be conducted by digital conferencing in accordance with NH RSA 91-A:2, III(b) and pursuant to NH Emergency Order #12 which references the Covid 19 pandemic. A quorum is established with five trustees in attendance by Zoom, none absent.

Called to order at 3:32pm

The August 13 minutes were read and approved. Motion to approve by Brooks, seconded by Elliott, all 5 trustees voted in favor.

Jayne presented the financial report. A motion by Brooks with second by Pierce to move the amount in line item 20133 of the Profit and Loss report into line 20120 passed with all 5 trustees voting in favor.

There were no gifts reported for the period.

A motion to accept the financial report made by Brooks and seconded by Elliott passed.

Elizabeth delivered the Librarian's report.

Agenda items:

1) Expanding hours and recalling volunteers

Elizabeth cautions that she only seeks discussion of the matter for the time being; there is no proposal to act on. She sees no clear reason to increase hours. She is concerned that staffing the desk in the absence of volunteers requires that other tasks be left undone at times. Her ongoing Children's Story Time recording needs to be done during library closure time and could run into unpaid overtime at times. There has been no demand for opening during evening hours. Other libraries that have tried them have seen no traffic. Currently we are open to the public 15 hours per week compared to the prior 22 hours. We are operating with no front desk volunteers for now.

2) Disposition of remaining CARES grant funds

We started with \$3000. \$1182 remains. The board considered compensation options for the person doing the editing of the Children's Story Time videos that have become a mainstay of the library's Covid 19 response, and which requires strong technical expertise and a significant

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amount of time each week. A motion by Brooks and seconded by Pierce that pending a receipt of a bill for video editing services that we pay the editor \$50.00 per story time video production for editing services rendered. The motion passed with Brooks, Elliott and Pierce voting in favor and Mathieu and Britton abstaining.

3) Staffing and work responsibilities reshuffling

The assistant librarian and the library assistant both agreed to the recently revised staffing plan with revised distribution of duties and compensation.

4) Trustees of the Trust Fund and Morrow bequest update

Chuck has been in touch with Pat McCoy, Trustee of the Trust Fund for Freedom regarding the establishment of a trust fund for the library which would feature accessible principal and accrued interest. The state resources consulted have yet to deliver information. Ms McCoy is aware of current investment returns being about 0.21%- down considerably from recent rates. There are still unanswered questions about how to set up the trust fund as described above. Jayne offers that a bank account may offer a better return with the desired accessibility of funds. Such an arrangement could require a quorum of trustees to sign off on withdrawals to ensure integrity of fund use. Further discussion tabled to October.

(Paul steps out to take a phone call. Are there notes that need to be inserted here?)

5) Personnel policy revision suggest by Elizabeth

Elizabeth discussed data management concerns and computer privacy expectations for library staff and volunteers. She offered sample language that would help convey to employees the expectation that all library digital records, email and similar digital communications are the property of the library and the library needs to maintain access to the records and the accounts where they are held. This includes usernames, passwords and similar account information. Similarly, there should be no expectation of privacy of communications of library or personal matters between library staff and volunteers and other entities on library equipment. A motion by Brooks and seconded by Britton to add the following language to the Personnel Policy passed with all 5 trustees voting in favor:

“Employees cannot expect privacy rights to extend to the use of the library's electronic information and communication systems. The library reserves the right to access, monitor content and have access to login information to voicemail or email accounts, computer files, online digital accounts and data, or any other library property. For these reasons, you should not expect messages or data left on your voicemail, email, computer, or other communication device to be private.”

6) Library budget reminder and discussion

Jayne suggests that the format for library budgeting for 2021 be based on 2019 actual figures and 2020 year to date figures, moving away from the recent practice of forecasting revenue and

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expense projections for the current year in evolving budget documents. The board agrees to the method for this year's budgeting season.

7) FOL budget process reminder

The Friends of the Library budget request will be due in early November. Elizabeth suggests we discuss whether the FOL would be willing to use funds toward improving the safety of the approach to the vestibule with approaching winter conditions in mind. Elizabeth will investigate further.

8) Renewal of landscaping contract

Chuck will ask Lakeside Landscaping for a new 3 year proposal for landscaping services for the board to consider. Currently services are provided at the rate of \$2600 annually.

9) Director's performance review

Chuck and Elizabeth will meet to discuss the process for her review this year.

Next meeting October 8 at 3:30.

Adjourned at 5:34pm

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Tickler file:

Paul to put out Manifest

Elizabeth to investigate FOL support for safety improvements with the approach to the vestibule
Chuck will ask Lakeside Landscaping for a 3 year proposal for landscaping services
Chuck and Elizabeth will meet to discuss the process for her review this year.