

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING

Thursday, May 21st

Virtual Meeting, 6:00 P.M.

PREAMBLE

Good Evening, as staff liaison for the Rochester Public Library Board of Trustees, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) **Providing public access to the meeting by telephone:** At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. Some meetings will allow live public input, however you must have pre-registered online, otherwise, the meeting will be set to allow the public to “listen-in” only, and there will be no public comment taken during the meeting.

Phone number: 857-444-0744

Conference code: 689461

b.) **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email brian.sylvester@rochesternh.net or call 603-335-4199.

c.) **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. In lieu of attending the meeting, those wishing to share comments, when permitted, with the City Council (Public Hearing and/or Workshop settings) are encouraged to do so by the following methods:

- **Mail:** Brian Sylvester/Public Input, 65 South Main Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
- **email** brian.sylvester@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
- **Voicemail** 603-335-4199 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

Please include with your correspondence the intended meeting date for which you are submitting. *All correspondence will be included with the corresponding meeting packet (Addendum).*

d.) **Roll Call:** Please note that all votes that are taken during this meeting shall be done by Roll

Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name (and/or ward), also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. Additionally, Trustees are required to state their name and ward each time they wish to speak.

AGENDA

1. Call to Order, Preamble, and Roll Call attendance
2. Acceptance of the Minutes of the March 5th 2020 Special Meeting
3. Treasurer's Reports
4. Friends of the Library Report
5. Communications from the Library Director
 - a. Covid-19 Response review
 - b. Upcoming virtual programs
6. Old Business
 - a. None
7. New Business
 - a. Pandemic Policy
 - b. Phase one: Building access for staff
 - c. Hours/staffing
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c), if needed
9. Other
10. Adjourn

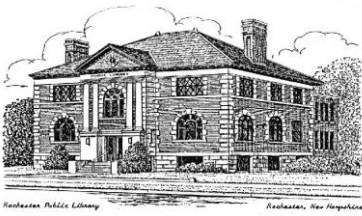
LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
March 5th, 2020
Library Administrative Offices, 6:00 P.M.
MINUTES

1. Meeting Call to Order at 6:01 PM:
Pam Hubbard, Lori Chick, Nick Bellows, Bruce Jolin, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. New Business
 - a. Hours of Operation / minimum staffing levels
Much discussion; overall sentiment is to preserve the Emergency Closing Policy of 3/18/2014, working to adhere to that policy. Options include obtaining funding for the part-time requisition already in the upcoming budget; reducing Library hours; reshuffling hours for existing staff; cross-training to permit still further reshuffling; building modifications to permit closing parts of the Library. What about working with other regional libraries to build up a pool of substitutes? Brian will research.
Motion: Direct Brian as Director, per Emergency Closing Policy of 3/18/2014, to close the Library when fewer than 5 staff are available: LC1, SM2. Discussion: could we draw from another City department? But they're not trained. Passed by unanimous consent.
 - b. Question: Are Library staff empowered to ask a patron to leave if patron is visibly sick?
Brian thinks not. But City is formulating blanket policy now.
3. Adjourn: NB1, SM2, adjourned at 6:52 PM.
Next regular meeting will be March 17th, 2020 at 6:00 PM. Wear green.

YTD Expense Report 2020.05.18

ACCOUNT DESCRIPTION	ORIGINAL	TRANFRS	REVISED	YTD EXP	FY19 YTD	AVAIL	% USED	FY19 %
SALARIES - FULL TIME	466,718	13,675	480,393	442,003.94	407,572.76	38,389	92.00	88.70
SALARIES - PART TIME	327,645	8,610	336,255	252,157.16	279,362.44	84,098	75.00	94.40
SALARIES - ADJUSTMENT	1,081	0	1,081	1,195.76	635.38	-115	110.60	79.20
OVERTIME - REGULAR	0	0	0	87.02	233.06	-87	100.00	100.00
LONGEVITY	7,950	1,125	9,075	7,675.00	6,600.00	1,400	84.60	86.00
HEALTH INSURANCE	107,534	0	107,534	95,847.20	96,671.98	11,687	89.10	91.50
DENTAL INSURANCE	324	0	324	306.18	278.65	18	94.50	92.90
LIFE INSURANCE	876	0	876	830.58	682.95	45	94.80	85.50
SOCIAL SECURITY CONTRIBUTION	60,477	0	60,477	52,211.17	51,523.74	8,266	86.30	90.10
RETIREMENT CONTRIBUTION	52,595	0	52,595	46,670.19	47,339.93	5,925	88.70	89.80
WORKERS' COMPENSATION	1,476	0	1,476	1,106.50	1,406.00	0	100.00	100.00
DISABILITY INSURANCE	5,315	0	5,315	4,377.72	4,384.07	937	82.40	90.50
STAFF DEVELOPMENT	2,000	0	2,000	828.66	1,462.27	1,171	41.40	92.30
OVERDUE COLLECTION SVCS	2,500	0	2,500	250.60	411.70	0	100.00	100.00
CATALOG CARD SERVICE	7,710	506	8,216	6,846.10	6,598.70	506	93.80	100.00
SOFTWARE MAINTENANCE/LICENSES	19,540	0	19,540	8,690.25	9,142.56	9,855	49.60	56.90
ELECTRONIC SERVICES	22,320	0	22,320	19,899.56	19,005.94	3,415	84.70	81.90
WATER/SEWAGE	2,100	0	2,100	1,279.20	1,143.90	0	100.00	100.00
EQUIPMENT MAINTENANCE	31,850	0	31,850	30,429.03	23,098.10	1,850	94.20	72.60
LEASE COPIER/PRINTERS	8,560	0	8,560	8,548.09	8,255.37	12	99.90	122.40
PROPERTY INSURANCE	3,435	0	3,435	3,146.00	3,271.00	0	100.00	99.40
GENERAL LIABILITY	4,226	0	4,226	3,871.00	4,025.00	0	100.00	99.40
COMMUNICATIONS	4,370	0	4,370	2,935.30	3,321.68	1,707	60.90	87.40
POSTAGE FEES	3,500	0	3,500	1,167.70	2,115.89	866	75.30	75.10
PRINTING AND BINDING	1,000	0	1,000	0.00	595.02	1,000	0.00	59.50
TRAVEL	2,000	0	2,000	348.58	437.24	1,588	20.60	88.20
OFFICE SUPPLIES	5,500	0	5,500	2,157.06	4,806.62	3,533	35.80	99.20
PROCESSING SUPPLIES	10,000	0	10,000	4,250.02	7,256.97	5,861	41.40	86.70
CHILDREN'S SUPPLIES	2,000	0	2,000	1,722.98	1,402.02	114	94.30	82.40
MICROFORMS	1,000	0	1,000	0.00	0.00	1,000	0.00	0.00
ELECTRICITY	28,350	-3,455	24,895	22,246.41	25,569.65	0	100.00	100.00

ACCOUNT DESCRIPTION	ORIGINAL	TRANFRS	REVISED	YTD EXP	FY19 YTD	AVAIL	% USED	FY19 %
HEATING FUEL	11,000	2,949	13,949	11,130.93	5,507.16	2	100.00	91.60
COLLECTION DEVELOPMENT	68,805	0	68,805	61,186.99	65,552.90	3,448	95.00	99.90
OTHER EQUIPMENT	15,000	0	15,000	8,031.70	3,987.00	7,768	48.20	99.00
DUES AND FEES	1,541	0	1,541	640.00	1,333.00	1,486	3.60	96.30
DONATIONS	1,000	0	1,000	0.00	0.00	1,000	0.00	0.00
SPECIAL EVENTS	7,850	0	7,850	4,172.30	5,427.44	4,933	37.20	88.70
Total 1000 GENERAL FUND	1,299,148	23,410	1,322,558	1,108,246.88	1,100,418.09	201,679	84.80	90.60



Rochester Public Library
65 South Main St.
Rochester, NH 03867

Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

BOARD OF LIBRARY TRUSTEES
April 1, 2020
TREASURER'S REPORT

City Appropriation FY 20, Original	\$1,299,148.00
Revised Budget	\$1,322,558.00
Year to Date Expended	-\$939,833.23
Encumbered	<u>-\$17,485.96</u>
Available Budget 3/31/20	\$365,238.81

Special Account

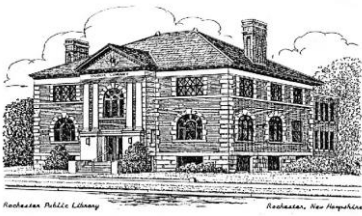
Balance 7/1/19	\$4,366.22
Year to date Deposits	\$14,338.49
Year to date Expenditures	<u>-\$5,846.25</u>
Total 3/31/20	\$12,858.46

Trust Account

Balance 7/1/19	\$36,759.87
Year to date Deposits	\$6,572.20
Year to date Expenditures	<u>-\$35.00</u>
Total 3/31/20	\$43,297.07

Trust Account

Restricted Account Total	\$22,520.36
Loose/Unrestricted Total	<u>\$20,776.71</u>
Total 3/31/20	\$43,297.07



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BOARD OF LIBRARY TRUSTEES
March 1, 2020
TREASURER'S REPORT

City Appropriation FY 20, Original	\$1,299,148.00
Revised Budget	\$1,322,558.00
Year to Date Expended	-\$849,320.44
Encumbered	<u>-\$27,056.72</u>
Available Budget 2/29/20	\$446,180.84

Special Account

Balance 7/1/19	\$4,366.22
Year to date Deposits	\$13,685.73
Year to date Expenditures	<u>-\$5,846.25</u>
Total 2/29/20	\$12,205.70

Trust Account

Balance 7/1/19	\$36,759.87
Year to date Deposits	\$6,571.83
Year to date Expenditures	<u>-\$35.00</u>
Total 2/29/20	\$43,296.70

Trust Account

Restricted Account Total	\$22,520.36
Loose/Unrestricted Total	<u>\$20,776.34</u>
Total 2/29/20	\$43,296.70



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BOARD OF LIBRARY TRUSTEES
May 1, 2020
TREASURER'S REPORT

City Appropriation FY 20, Original	\$1,299,148.00
Revised Budget	\$1,322,558.00
Year to Date Expended	\$1,062,106.47
Encumbered	-\$18,155.90
Available Budget 4/30/20	<u>\$242,295.63</u>

Special Account

Balance 7/1/19	\$4,366.22
Year to date Deposits	\$14,338.49
Year to date Expenditures	-\$6,242.65
Total 4/30/20	<u>\$12,462.06</u>

Trust Account

Balance 7/1/19	\$36,759.87
Year to date Deposits	\$6,572.56
Year to date Expenditures	-\$253.00
Total 4/30/20	<u>\$43,079.43</u>

Trust Account

Restricted Account Total	\$22,520.36
Loose/Unrestricted Total	\$20,559.07
Total 4/30/20	<u>\$43,079.43</u>

Rochester Public Library Pandemic Policy

Purpose:

The purpose of the pandemic policy is to outline changes to the level of service at the Rochester Public Library during a period of severe health risk due to a pandemic. These periods of severe health risk shall be determined by the Governor of the State of New Hampshire, the director of the Rochester Emergency Operations Center, or the City Manager.

During a period of severe health risk, the Board of Library Trustees shall vote to empower the Library Director to take actions outlined in this policy. Those powers shall remain in place until a subsequent vote of the Board states it is safe to resume normal operations. The Library Director shall be required to document all decisions and provide weekly written reports to the Board of Directors for the duration of any period of severe health risk.

Procedure:

Services: Library services will be curtailed during stay at home orders. Library services will also be curtailed when local conditions prevent the Library staff from safely operating in the building (EG: a lack of protective equipment, insufficient staff available to run the building due to illness, etc.). Curtailing services may include physically closing all or part of the building, cancelling programs and events, and suspension of lending items from the physical collection. Partial curtailing of services may include limiting the number of people in the building, limiting the number of items circulated, or operating under reduced hours.

In the event that lending is suspended, fines will not accrue and patrons will be asked to keep their items until lending resumes. There will be a grace period of three weeks after lending resumes before fines resume on items that were checked out before lending was suspended.

In the event that services are completely curtailed, the Library will resume services using a phased approach in coordination with the NH State Library's Task Force on re-opening. The Library Director shall present a written re-opening plan to the Board of Trustees that will be reviewed monthly during the period of severe health risk.

Remote work: In the event that Library services are completely curtailed due to a stay at home order or unsafe local conditions, all Library staff will work remotely. Projects will be assigned to each employee. Employees will be required to report their hours of work using the Kronos mobile app, and will be additionally required to submit a weekly report to the Director summarizing their work activities. Failure to perform work tasks shall be grounds for disciplinary proceedings, up to and including dismissal.

In the event that Library services are partially curtailed, staff will be given a combination of remote work assignments and regular work assignments.

In the event that the city elects to provide employees with paid administrative leave due to a pandemic, Library staff who are eligible may take leave. All staff will be provided with remote work to the extent possible to limit the use of paid leave.

Protective Equipment: During a period of severe health risk, it is vitally important that staff who will come into contact with one another and members of the public are given appropriate personal protective equipment (PPE). During periods of severe health risk, all employees must wear a face mask while in the building, at minimum. Face masks will be provided by the Library. Employees unable to wear a face covering due to pre-existing health conditions must receive written permission from the Library Director to not wear one, and must be placed into a work space where contact with other employees or the public is limited through the use of other protective means (EX: plexiglass shielding). The Library Director may require employees to provide documentation of pre-existing conditions before granting permission to not wear a face mask.

The Library will strongly advise patrons to wear a mask. Face masks will be provided to patrons upon request.

In the event protective equipment is unavailable in enough quantity to provide masks to the staff and public, the Library will curtail services until equipment is available.

Screening: During a period of severe health risk, Library employees will be screened before entering the Library facility. The screening will be conducted by the Director or their designee. The screening shall consist of a brief questionnaire about recent health changes and may include a temperature check using a touchless thermometer. The results of these screenings will not be recorded or retained. Employees displaying symptoms or registering a fever will be sent home and instructed to remain home until symptoms subside. When an employee is sent home, their workstation and surrounding areas will be thoroughly disinfected as a precaution.

Cleaning and Disinfecting: During a period of severe health risk, the Library will comply with CDC guidelines and disinfect high traffic areas every two hours with an effective cleaning product. In the event that a Library staff member or a member of the public who has visited the Library tests positive for a pandemic illness, the entire building will be thoroughly disinfected by the Department of Public Buildings and Grounds. If it is deemed necessary by the Library Director, the facility will be quarantined for a full 24 hours before staff or the public comes back in.

The Library may elect to place lending items into quarantine as part of the cleaning and disinfecting process. Items in quarantine may remain on a patron's account after they have returned it. No fines will accrue when this occurs and items in quarantine will not count toward lending limits.

Review

The procedures outlined in this document are subject to rapid change due to the nature of pandemic health crises. The Library Director is authorized during these periods to take steps outside the scope of this policy on an emergency basis. Such decisions shall be retroactively ratified by the Board of Trustees as soon as is practical and, if necessary, added to the policy. The board of trustees reserves the right to employ disciplinary proceedings in the event the Library Director misuses this discretionary authority. This policy will be reviewed and updated by the Board of Trustees monthly during periods of severe health risk.

Drafted 5/15/2020.

Rochester Public Library Re-opening Plan

It is useful to think of the current state of affairs as phase zero. The library facility is completely closed. All staff is working remotely, mostly on a reduced schedule, and taking paid administrative leave for the difference between their remote work hours and their normal hours. All programs and events are virtual, or are cancelled. The meeting room space is not available. The collection is not circulating. The book drops are not open. There is no revenue coming to the Library. Most expenses, outside of utilities, are frozen.

It is also useful to think of the “normal” state of affairs as a future phase, which for the time being I will call phase five.

This document is a road map on how to move incrementally from phase zero to phase five.

Phase One: Estimated start date: June 1st

- The building is open to staff three days a week, with a full 24 hour + period in between shifts for cleaning and disinfecting.
- 8 staff members will work one 4-hour shift together on those days. Each staff member will work two 4-hour shifts per pay period, and some supervisors may work more than 2 shifts. Two supervisory employees will be present for each shift.
- Hours of staffing will be from 9 to 1 on Mondays and Fridays, and from 2 to 6 on Wednesdays.
- During their 4-hour shift in the building, each employee (regardless of their normal work assignment) will be assigned to the following tasks: answering phones, accepting deliveries, emptying the book drops, and quarantining returned items. Other duties will be assigned on a case by case basis.
- For the first week, only supervisory employees will report to work. During this week, procedures for the rest of the staff will be drafted.
- Starting on the second week, the book drops are unlocked. The book drop closest to the building is given extra padding and is designated for DVDs, CDs, and audio books only. There will be a grace period (the length of this period has not been determined) for patrons to return items they had checked out before fines begin to accrue again.
- All items in the book drops will be placed in quarantine in the Community Room for a minimum of 72 hours before being checked in and returned to the shelf.

During phase one, staff will take a number of actions to prepare for Phases Two and Three:

- All soft seating will be removed from the Library and placed in storage. A small number of wood chairs that can be disinfected will remain available on request for patrons that cannot stand for long periods.
- Directional signage will be added to the floors of the aisles in all book stack areas. Foot traffic in aisles will all be one way. Stanchions will be ordered and installed to

direct foot traffic at the public service desks, with additional signage on the floors to enforce social distancing.

- The number of public computers will be reduced to three. Each computer will be moved to allow a full 6 feet of distance on all sides. The card catalog computers and Public Reference computers will be placed in storage.
- The book sale area will be placed in storage to reduce the need to handle cash. This space will house one or two computers instead.
- Plexiglass partitions will be installed at the public service desks.
- The staff work space on the main floor will be expanded further into what is now the public computer area, to provide enough room for social distancing.
- Workstations and supplies in the technical services office will be re-arranged to provide enough room for social distancing.
- The story time room and the Rose room will be converted to break room space for staff to socially distance during breaks and meals.
- A doorbell will be installed at both entrances to alert staff to deliveries.
- High traffic areas (narrow hallways, food prep areas, restrooms, etc.) will be marked with high visibility tape as a visual reminder to use extra caution in those spaces.
- Staff will develop a written set of procedures for offering curbside pick up services. As a test of these procedures, patrons who have placed holds will be contacted and given windows to visit the building and pick up their holds.

Phase One is largely a preparatory phase. The trigger for moving from phase one to phase two is the completion of all necessary preparations to begin offering curbside pickup. The anticipated end date of Phase one is June 14.

Drafted 5/15/2020.