



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
WEDNESDAY MARCH 24, 2021 at 5:30 PM
VIA ZOOM MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/84781744015?pwd=MkFnOUhJcDhadG1aWWdGbFBmamZHZz09>

Meeting ID: 847 8174 4015

Passcode: 119205

MEETING PROCESS	A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law During the State of Emergency
ROLL CALL	Attendance
ITEM 1	Organization of Board for Official
ITEM 2	Paperwork for Charter Trust
ITEM 3	Public Forum
ITEM 4	Minutes of Meeting: February 9, 2021
ITEM 5	Treasurer's Report <ul style="list-style-type: none">• Year-to-Date Summary• Monthly Manifest• Monies to Be Accepted
ITEM 6	Director's Report <ul style="list-style-type: none">• Deferred to Discussion on Budget, Service, and Orientation
ITEM 7	Post Town Meeting Budget Discussion
ITEM 8	Next Phase of Library Service
ITEM 9	Other
ITEM 10	Schedule Next Meeting

POSTED: March 17, 2021 at [Tucker Free Library](#), [Henniker Town Hall](#), [Tucker Free Library Facebook Page](#), [Other Henniker News Outlet Facebook Page](#)

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Library Director of the Tucker Library on behalf of the Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM for this electronic meeting.¹ All members of the Board of Trustees have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 929 205 6099 US (New York) and Meeting ID: 84781744015 Passcode: 119205 or by clicking on the following website address: <https://us02web.zoom.us/j/84781744015?pwd=MkFnOUhjcDhadG1aWWdGbFBmamZHZz09> Meeting ID: 84781744015 Passcode: 119205

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board of Trustees at: <http://www.tuckerfreelibrary.org/current-meeting-agenda/>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 428-3471/540-0947 or email at: tuckerfree@comcast.net.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

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 presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

Item #	Supporting Documents	FEBRUARY 9, 2021 5:30 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive																								
MEETING PROCESS	<i>Page 2</i>	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency																								
ROLL CALL		ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING. <table border="1" style="margin-top: 10px;"> <tr> <td style="background-color: #cccccc;">Name</td> <td>John Capuco</td> <td>Anne Crotti</td> <td>Debra Kreutzer</td> <td>E. Joe Petrick</td> <td>Frances Tain</td> <td>Lynn Piotrowicz Director</td> </tr> <tr> <td style="background-color: #cccccc;">Present at:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Others in room with trustee?</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Lynn Piotrowicz Director	Present at:							Others in room with trustee?									
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ITEM 5	<i>Pages 6-8</i>	Treasurer's Report a) Y-T-D Summary, Monthly Manifest, & Trust Accounting MOVE TO ACCEPT: SECONDED BY: <table border="1" style="margin-top: 5px;"> <tr> <td style="background-color: #cccccc;">Name</td> <td>John Capuco</td> <td>Anne Crotti</td> <td>Debra Kreutzer</td> <td>E. Joe Petrick</td> <td>Frances Tain</td> </tr> <tr> <td style="background-color: #cccccc;">Vote</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> b) Monies to Be Accepted: Martha Nemiccolo for the Mary F. Kjellman Fund \$100.00 Alicia & David MacLeay for Mary F. Kjellman Fund \$50.00 MOVE TO ACCEPT: SECONDED BY: <table border="1" style="margin-top: 5px;"> <tr> <td style="background-color: #cccccc;">Name</td> <td>John Capuco</td> <td>Anne Crotti</td> <td>Debra Kreutzer</td> <td>E. Joe Petrick</td> <td>Frances Tain</td> </tr> <tr> <td style="background-color: #cccccc;">Vote</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Vote						Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Vote					
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ADJOURN PUBLIC SESSION	TIME:	MOVE TO ADJOURN MEETING BY: SECONDED BY: <table border="1" style="margin-top: 5px;"> <tr> <td style="background-color: #cccccc;">Name</td> <td>John Capuco</td> <td>Anne Crotti</td> <td>Debra Kreutzer</td> <td>E. Joe Petrick</td> <td>Frances Tain</td> </tr> <tr> <td style="background-color: #cccccc;">Vote</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> RECORDING SECRETARY:	Name	John Capuco	Anne Crotti	Debra Kreutzer	E. Joe Petrick	Frances Tain	Vote																	
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MEETING PROCESS A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency-Read by Lynn Piotrowicz-Director

ROLL CALL 5:30pm ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.

MEETING PARTICIPANTS	PRESENT	OTHERS IN ROOM
Patti Osgood	YES	NONE
Angelica Ladd	ABSENT	
Debra Kreutzer	YES	NONE
Anne Crotti	YES	NONE
John Capuco	YES	NONE
Lynn Piotrowicz- DIRECTOR	YES	NONE

ITEM 1 Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.

NAME OF PUBLIC MEMBER ATTENDING
Frances Tain
Joe Petrick

ITEM 2 Minutes of Meeting: December 29, 2020

MOVE TO ACCEPT: Patti Osgood SECONDED BY: Debra Kreutzer

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	ABSENT
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

Minutes of Meeting: January 30, 2021

MOVE TO ACCEPT: Patti Osgood SECONDED BY: Debra Kreutzer

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	ABSENT
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 3 Treasurer’s Report

a) Y-T-D Summary & Monthly Expenditure Manifest

MOVE TO ACCEPT: Patti Osgood SECONDED BY: Anne Crotti

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	ABSENT
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

b) Personnel Timesheet Review

ALL TIMESHEETS SIGNED THROUGH 2020, PLACED IN FILE FOR AUDIT REVIEW

c) Monies to Be Accepted: **Martha Nemiccolo for the Mary F. Kjellman Fund \$100.00**
Lois Fitch for the Robert N. Fitch Fund \$500.00

MOVE TO ACCEPT: John Capuco SECONDED BY: Patti Osgood

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	ABSENT
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 4 Director’s Report

- a) Update on Pandemic Service – After discussion, it was agreed that the library would remain at curbside service through March Town Meeting. This decision will be re-evaluated at the next scheduled Board of Trustees meeting on March 24, 2021.
- b) Program Update-Erin is creating a “Story walk” for downtown Henniker. “Take and Make” packages are being talked about and are very popular. The Sundays at the Library program is showing successful attendance and receiving positive feedback.
- c) Removed Personnel Policy discussion from this meeting. We will revisit changes to Personnel Policy after Town Meeting
- d) Charter Trust will make presentation after Town Meeting.
- e) Changes in reporting meeting and financial information. Discussion
- f) Trustees. Planning for the future. Introduction of two new members. A new trustee orientation will be but together.
- g) Bookkeeper Position-Our current bookkeeper has resigned this position. Lynn will interview a possible replacement.

ITEM 5 2021 Budget Discussion –Trustees discussed BOS decision to cut \$14,000 from the library budget. It was decided to educate patrons and the public on how this reduction would impact services. Lynn, Deb and John will work on a statement that will be submitted to the news outlets, put on our Newsletter, Facebook Page and Website. The purpose of this statement is to create an understanding of how library money is budgeted and spent.

ITEM 6 Other-The position statement crafted by Lynn, Deb and John can be used as a basis for Town Meeting.

Expression of thanks to Patti Osgood for her many years of service to the library and leadership of the Board of Trustees.

ITEM 7 Next Meeting: March 24, 2021 at 5:30pm

**ADJOURN
PUBLIC
SESSION
6:56pm**

MOVE TO ADJOURN MEETING BY: Patti Osgood

SECONDED BY: Deb Kreutzer

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	ABSENT
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

RECORDING SECRETARY: Anne Crotti

Tucker Free Library Treasurer's Report


1/1/21-3/17/21

4-0000	Income		
4-1000	Town Appropriation	\$11,340.61	From 2020 but received in 2021
4-1001	Transfer Bank Balance	\$0.00	
4-1010	Heating Oil Appropriation	\$0.00	
4-2000	Personnel Appropriation	\$0.00	
4-3510	Contribution Overdue	\$0.00	
4-3520	Copier	\$50.61	
4-3530	DVD FINES	\$0.00	
4-3540	Non-Resident Cards	\$50.00	
4-3550	Overdue Processing Fee	\$5.00	
4-3560	Damaged/Lost Books	\$39.99	
4-3570	Damaged/Lost Audio	\$0.00	
4-4000	Indirect Public Support	\$0.00	
4-4035	COVID RELIEF	\$0.00	
4-5010	Willis Cogswell Fund	\$4,939.35	
4-5020	Town Trust Funds	\$0.00	
4-5030	Established TrustFund Donation	\$700.00	
4-5040	Memory/Honor Donations	\$0.00	
4-5050	General Purpose Donation	\$0.00	
4-6000	Sale of Surplus	\$0.00	
4-6010	Refund from Vendor	\$0.00	
4-6020	Staff Reimbursed Purchase	\$0.00	
4-6095	Friends of Tucker Free Library	\$0.00	
4-7000	Cat's Meow Sold	\$0.00	
4-7005	FOR FRIENDS OF TFL	\$0.00	
4-7010	NHPA GRANT	\$0.00	
4-7015	Moose Plate Grant	\$0.00	
4-7020	NHHC Speaker Reimbursement	\$800.00	
4-8000	Roof/Capital Reserve Fund	\$0.00	
4-9000	Feasibility Study (2018TM)	\$0.00	
4-9100	Outreach	\$0.00	
4-9200	Design Work	\$0.00	
4-9300	Project Planning	\$0.00	
4-9500	Building Project Donation	\$0.00	
	Total Income	\$17,925.56	
6-0000	Expenses		
6-1010	Heating Oil Appropriation	\$0.00	
6-2000	Personnel Appropriation	\$0.00	
6-2020	Meetings/Membership/Mileage	\$0.00	
6-2030	Staff Development	\$19.56	
6-3000	Books	\$2,784.23	
6-3007	Downloadable Content	\$0.00	
6-3010	Audio Books	\$171.56	
6-3020	Periodicals	\$0.00	
6-3030	DVD - Appropriation Fund	\$0.00	
6-3035	DVD - Fine Revenue	\$0.00	
6-4000	General Maintenance	\$1,108.00	
6-4010	Building Repairs	\$0.00	
6-4020	Utilities	\$1,223.13	
6-4030	Supplies	\$125.93	
6-4035	COVID RELATED SUPPLIES	\$322.15	
6-5010	Technical Maintenance	\$0.00	
6-5020	Equipment	\$0.00	
6-6000	Library Programs - Contracted	\$3,906.00	
6-6010	Library Program -Speaker & Sup	\$0.00	
6-6020	Staff Reimbursed Purchase	\$0.00	
6-6080	Bank Fees	\$0.00	
6-6090	Trustees of the Trust Fund	\$0.00	
6-6095	Friends of Tucker Free Library	\$0.00	
6-7000	Cat's Meow Initial Purchase	\$0.00	
6-7005	FOR FRIENDS OF TFL	\$0.00	
6-7010	NHPA GRANT	\$0.00	
6-7015	Moose Plate Grant	\$0.00	
6-7020	NHHC Speaker Reimbursed	\$1,200.00	No impact on TFL. Receive grant from NHH
6-8000	Roof/Capital Reserve Fund	\$0.00	
6-9000	Feasibility Study (2018 TM)	\$0.00	
6-9100	Outreach	\$0.00	
6-9200	Design Work	\$0.00	
6-9300	Project Planning	\$0.00	
	Total Expenses	\$11,435.56	
	Net Profit/(Loss)	\$6,490.00	

Tucker Free Library
 Manifest for Approval
 02012021-03172021

ID#	Src	Date	Category	Line Item	Memo/Payee	Sub Total	Deposit	Withdrawal	Balance	Comments/Money to Accept
	CD	2-Feb-21	General Maintenance	6-4000	Star Light Cleaning Services			\$ 309.00		
CR000318	CR	2-Feb-21		4-3520	Copier		\$ 6.00			
CR000319	CR	2-Feb-21		4-3550	Overdue Processing Fee		\$ 5.00			
CR000320	CR	2-Feb-21		4-3650	Damaged/Lost Books		\$ 25.99			
CR000321	CR	2-Feb-21		4-5030	Establish Trust Fund Don - Fitch Fund		\$ 500.00			Accepted 02092021
CR000322	CR	2-Feb-21		4-7020	NHHC Speaker Reimbursement		\$ 600.00			
	CD	17-Feb-21	Staff Development	6-2030	Erin Longan			\$ 19.56		
	CD	17-Feb-21	Supplies - General	6-4030	Denise Getts			\$ 53.95		
	CD	17-Feb-21	Utilities	6-4020	Comcast			\$ 124.90		
	CD	17-Feb-21	Acquisitions		Baker & Taylor			\$ 994.15		
			Books	6-3000		\$ 944.65				
			Audio Books	6-3010		\$ 49.50				
	CD	17-Feb-21	Utilities	6-4020	Cogswell Spring Water Works			\$ 163.80		
	CD	17-Feb-21	Utilities	6-4020	Eversource			\$ 118.15		
	CD	17-Feb-21	Multiple Categories		SYNCB/Amazon			\$ 277.82		
			Acquisitions - Books	6-3000		\$ 33.61				
			Supplies - General	6-4030		\$ 71.98				
			Supplies - COVID	6-4035		\$ 172.24				
CR000323	CR	17-Feb-21		4-3520	Copier		\$ 33.11			
CR000324	CR	17-Feb-21		4-5010	Willis Cogswell Fund		\$ 4,939.35			
	CD	10-Mar-21		6-4000	Star Light Cleaning Services			\$ 387.00		
	CD	10-Mar-21		6-4020	TDS			\$ 38.13		
	CD	10-Mar-21		6-4020	TDS			\$ 48.84		
	CD	10-Mar-21		6-7020	R. Hesse NHHS			\$ 200.00		
	CD	10-Mar-21		6-7020	Ann McClellan NHHS			\$ 200.00		
	CD	10-Mar-21	Acquisitions		Baker & Taylor			\$ 1,098.60		
			Books	6-3000		\$ 976.54				
			Audio Books	6-3010		\$ 122.06				
	CD	10-Mar-21		6-4020	Comcast			\$ 164.90		
	CD	10-Mar-21		6-4020	Eversource			\$ 129.57		
	CD	10-Mar-21		6-7020	John Porter NHHS			\$ 200.00		
	CD	10-Mar-21		6-7020	Michael Touqias NHHS			\$ 200.00		
CR000325	CR	10-Mar-21		4-3520	Copier		\$ 11.50			
CR000326	CR	10-Mar-21		4-3540	Non-Resident Card - P. Stohrer		\$ 50.00			
CR000327	CR	10-Mar-21		4-5020	Established Trust Fund - Kjellman from Nemiccolo		\$ 100.00			Accept at 03242021
CR000327	CR	17-Mar-21		4-5020	Established Trust Fund - Kjellman from MacLeay		\$ 50.00			Accept at 03242021
						\$ 2,370.58	\$ 6,320.95	\$ 4,728.37		

By signing below, I acknowledge, assign, and authorize payment of the aforementioned bills.

 3/17/2021

Lynn M. Piotrowicz/Date
 Board of Trustees reviewed and accepted donations/expenditures at their 03242021 meeting. See Minutes and

TRUST FUND ACCOUNTING

Charter Trust

12/31/2018 12/31/2019 10/9/2020 12/31/2020

SUBFUND	Starting Balance	12/31/2013	% of Fund	12/31/2018	12/31/2019	10/9/2020	12/31/2020
Cammett, Helen	\$ 5,001.13	\$ 6,506.69	3.15	\$ 7,217.58	\$ 8,399.62	\$ 8,657.46	\$ 8,969.98
Childs, Anna	\$ 7,247.14	\$ 9,109.37	4.41	\$ 10,104.61	\$ 11,759.47	\$ 12,120.44	\$ 12,557.97
Soderstrom, Ann	\$ 189,147.45	\$ 182,352.64	88.28	\$ 202,275.59	\$ 235,402.82	\$ 242,628.75	\$ 251,387.27
TD Bank Refund	\$ 7,111.97	\$ 8,592.97	4.16	\$ 9,531.79	\$ 11,092.84	\$ 11,433.34	\$ 11,846.07
Total of Funds	\$ 208,507.69	\$ 206,561.67	100%	\$229,129.58	\$266,654.76	\$274,840.00	\$284,761.29

TD Bank

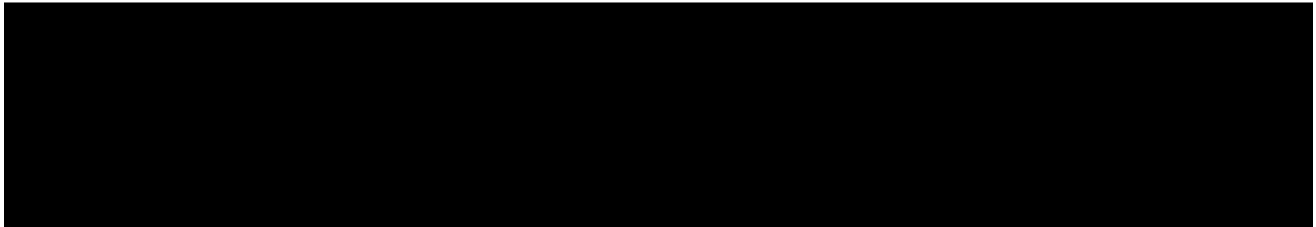
Willis Cogswell - QTRLY REPORTING	\$ 407,576.11	\$ 341,727.77	\$ 387,192.97	\$ 379,027.65	\$ 407,824.58
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TRUSTEES OF TOWN TRUST FUNDS MANAGED	EXPENDITURE CATEGORY	CATEGORIES	EXPENDED 2020	DEPOSIT TO TRUST FUND	REC'D 2021	\$TO SPEND 2021	Spent Thus Far 2021	CURRENT MONTH	REMAINING
L.A. Cogswell	LIBRARY OPERATIONS		\$ 1,459.54	\$ -	\$ 1,472.54	\$ 1,472.54			
Dr. Francis O. Holmes	MEMORIAL BOOKS	NATURE, NATURALIST, SCIENCE, SCIENCE BIO	\$ 69.74	\$ -	\$ 114.64	\$ 213.30	\$ 44.96	\$ 15.87	\$ 152.47
D.W. & E. Cogswell	LIBRARY OPERATIONS		\$ 945.76	\$ -	\$ 954.18	\$ 954.18			
A.D. Huntoon	LIBRARY OPERATIONS		\$ 64.73	\$ -	\$ 65.29	\$ 65.29			
Marjorie B. Bennett	MEMORIAL BOOKS	AUDIO BOOKS	\$ 531.97	\$ -	\$ 634.23	\$ 1,063.96	\$ 49.49	\$ 21.99	\$ 992.48
Scott J. Berry	MEMORIAL BOOKS	ART, DESIGN, DIY, HOME, YARD & GARDEN STRUCTURES	\$ 40.42	\$ -	\$ 113.34	\$ 565.75	\$ 18.95	\$ 8.97	\$ 537.83
Mary F. Kjellman	MEMORIAL BOOKS	HEALTH, WOMEN ACHIEVERS, GARDENING, HISTORY	\$ 68.73	\$ 275.00	\$ 180.96	\$ 449.42	\$ 14.81	\$ 14.81	\$ 419.80
James W. Doon	MEMORIAL BOOKS	ANYTHING NH OR NEW ENGLAND	\$ -	\$ -	\$ 52.79	\$ 511.90	\$ 21.79	\$ -	\$ 490.11
Preston Fund	LIBRARY OPERATIONS		\$ 658.37	\$ -	\$ 664.23	\$ 664.23			
Alice V. Colby	LIBRARY OPERATIONS		\$ 19.47	\$ -	\$ 19.65	\$ 19.65			
George W. Tucker	LIBRARY OPERATIONS		\$ 6,187.71	\$ -	\$ 6,242.82	\$ 6,242.82			
Robert N. Fitch	MEMORIAL TECHNOLOGY	TECH EQUIPMENT ONLY	\$ -	\$ 300.00	\$ 440.86	\$ 2,085.86	\$ -	\$ -	\$ 2,085.86
Walter K. Robinson	MEMORIAL BOOKS	CLASSICS	\$ 23.81	\$ -	\$ 106.96	\$ 219.26	\$ 18.52	\$ -	\$ 200.74
			\$ 10,070.25	\$ 575.00	\$ 11,062.49	\$ 14,528.16			

2021 Tucker Free Library Budget		2021 TRUSTEE BUDGET	BOS REDUCED SERVICES ADJUSTMENT	COMMENTS FOR MARCH 24, 2021 DISCUSSION
PERSONNEL EXPENSES		\$ 201,648.44	\$ 195,536.16	
6-2000	Library -- Wages	\$ 158,789.00	\$ 153,756.00	Assumption that we would maintain current service hours through 2021. 27 hours no Sunday and one evening 5-7. ADDED \$1800 for Book Keeper
	Library - Benefit: Health Insurance (Confirmed)	\$ 17,878.30	\$ 17,878.00	
	Library - Benefits: Dental, Life, Disability (short & long)			
	Library -- Fica (7.65% of Library Wages)	\$ 12,147.36	\$ 11,944.02	
	Library -- Retirement (11.17% of Eligible Wages)	\$ 9,333.14	\$ 9,333.14	
	Library - Longevity Pay for Employees	\$ 2,375.00	\$ 2,375.00	
	Library -- Workers Comp/Unemp Ins	\$ 875.64		
6-2020	Library -- Membership & Mileage	\$ 150.00	\$ 150.00	Membership in NHLTA, what benefit do you get that couldn't be bypassed for the year? We will be losing two pages at the end of summer so we may need to reimburse new employees for Criminal Background Checks
6-2030	Library -- Staff Development	\$ 100.00	\$ 100.00	
ACQUISITION EXPENSES		\$ 16,350.00	\$ 16,350.00	
6-3000	Library Acquisition -- Books	\$ 14,000.00	\$ 14,000.00	18.84% Decrease
6-3010	Library Acquisitions -- Audio Books	\$ 1,200.00	\$ 1,200.00	31.43% Decrease
6-3020	Library Acquisitions -- Periodicals	\$ 400.00	\$ 400.00	71.4% Decrease
6-3030	Library Acquisitions -- DVD Appropriation Fund	\$ 750.00	\$ 750.00	49.7% Decrease Combined Fine Revenue (\$224) and Appropriation ((\$750)
6-3035	Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 224.00	\$ 224.00	
FACILITY MANAGEMENT EXPENSES		\$ 38,900.00	\$ 32,510.00	
6-4000	Library General Maintenance -- Janitorial	\$ 19,500.00	\$ 15,000.00	(\$1625/month. The longer remain in COVID curbside the better. Jan-Mar \$400/month)
6-4010	Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	
6-4020	Library Utilities (Total - Heating Oil)	\$ 7,581.80	\$ 7,581.80	
	Library Utilities - Heating Oil 1800 gals @ \$1.899per gal	\$ 3,418.20	\$ 3,418.20	
6-4030	Library Bldg Maintenance Supplies	\$ 4,500.00	\$ 2,610.00	Represents a decrease in material supplies based on an average decrease in acquisitions budget of 42%
6-4035	COVID Related Expenses	\$ 1,000.00	\$ 1,000.00	
TECHNOLOGY MANAGEMENT EXPENSES		\$ 500.00	\$ 500.00	
6-5010	Library Tech Maintenance	\$ 500.00	\$ 500.00	
6-5020	Library Equipment	\$ -	\$ -	
PROGRAM EXPENSES		\$ 4,256.00	\$ 4,006.00	
6-6000	Library Program - Contracted Services	\$ 4,006.00	\$ 4,006.00	CAN'T CHANGE THESE AT ALL
	Apollo (Set by vendor, can't be changed)	\$ 1,950.00		
	NHDB ebook/audiobook fee/magazine (Set by NHDB Consortium, can't be changed)	\$ 1,956.00		
	Website			
6-6010	Library Program - Speakers & Supplies	\$ 250.00	\$ -	100% decrease
TOTAL LIBRARY OPERATIONS BUDGET		\$ 261,654.44	\$ 248,902.16	TOTAL OPERATIONS BUDGET-PERSONNEL EXPENSES = \$53,366
LIBRARY REVENUE PROJECTIONS		\$ 30,000.00	\$ 30,819.89	Town Trust Fund = \$11,062.49 + TDBank Fund = ~ \$19757.40
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION		\$ 231,654.44	\$ 218,082.27	TOWN APPROPRIATION AMOUNT FOR 2021 \$217,654 a difference of \$428.00
CHANGE OVER 2020 BUDGET		\$ 2,275.35		
			\$ 52,931.00	
			\$ 83,750.89	Projected Balance with Trust Funds - Bank Balance = \$30,819 Project for 2022



TUCKER FREE LIBRARY – LONGEVITY PAY POLICY



Longevity Pay

The Town provides longevity pay to full-time employees based on continuous years of service as follows:

Years of Service	Annual Payment
3-5 years	\$250
6-10 years	\$500
11-15 years	\$750
16-20 years	\$1,000
21 or more	\$1,250

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Town, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The Town provides longevity pay to part-time employees based on continuous years of service as follow:

Years of Service	Annual Payment
3-5 years	\$125
6-10 years	\$250
11-15 years	\$375
16-20 years	\$500
21 or more	\$625

Payment shall be made annually on the payroll that includes the employee's anniversary date. Upon termination of employment with the Town, employees shall receive longevity pay pro-rated for the number of days of longevity in that year calculated from the employee's anniversary date to the day employee terminates.

The amount of payment will be based on the status (part time/full time) of the employee on their anniversary date.

*The cost to implement this in 2021 will be \$12,250 and would benefit 23 employees the first year.

BOARD DECISIONS

Logistics

1. Do we open?
2. Date of opening?
3. Hours of operation?

Service Decisions – What will library services look like

1. Do we follow the relaxation of the occupancy limitations? Governor removed this from retail on 3/11/2021.
2. Can we begin taking money for payment and making change?
3. Do we continue the 72-hour quarantine?
4. Do we open book drops?
5. Do we continue with relaxed proof of residency requirements?
6. Do we return to pre-COVID janitorial services?

Tucker Free Library Staff Proposal Spring 2021 Library Service

This proposal supersedes the Pandemic Service Plan from August 2020 (See Appendix A). Subsequent service iterations will remain in place until changes are deemed necessary or the health emergency is resolved. Changes in service may be required, as the policies and procedures of the Tucker Free Library are superseded by State or Health Department directives.

Depending on the evolution of the continuing health crisis, this plan may be changed or suspended without advanced notice at the discretion of the Board of Trustees in accordance with the Tucker Free Library Pandemic Service Policy as seen at <http://www.tuckerfreelibrary.org/policy-procedure-manual/>.

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Summary

Proposal for enhanced library service as community emerges from grasp of COVID pandemic through the employment of mass vaccination

This proposal for consideration takes into account the desire of TFL staff to expand library services for our community. TFL staff strives to offer access to our facility while maintaining a safe environment for staff and patrons.

Input was sought through the NHAIS listserv related to quarantine durations, utilization of book drops, and janitorial/cleaning requirements (see Appendix B). It is only after deliberating over the following questions did the staff design this proposal for service:

1. What has to be in place for a full reopening? STAFF VACCINATIONS
2. What would prevent a full reopening? SURGE OF VARIANT and STAFF UNABLE TO GET VACCINATED IN A TIMELY MANNER
3. What is preventing the use of book drops? NOTHING. STAFF IS COMFORTABLE WITH THIS
4. "To quarantine or not to quarantine, that is the question." NO HARD AND STEADFAST DIRECTIVE. PERHAPS MORE A PERCEPTUAL THING.

The most significant staff concern surrounded the perception of safety and the continuation of the library materials quarantine. While the staff feel confident with the elimination of the 72-hour quarantine period, they felt that patrons may feel more comfortable if the 72-hour quarantine period remains, since there is no conclusive evidence for or against. The NH State Library currently requires that all materials are quarantined for 72 hours before shipping. Once this requirement is removed, the level of confidence may increase significantly, serving as a benchmark for removing the TFL quarantine.

LIBRARY SERVICE – SPRING 2021

Normalization of hours

As much as possible, within the constraints of the 2021 budget, the staff look to provide a schedule consistent with ample opportunity to service our patrons. That being said, the staff propose this schedule that will remain in effect through Town Meeting 2022:

Tuesday	10-5
Wednesday	10-5
Thursday	10-7
Friday	10-5
Saturday	9-12

Stages of reopening

Staff spent a considerable amount of time discussing what has to be in place so they would feel comfortable normalizing service. Again, the internal struggle was between science/conditions and perceptions. STAFF FELT THAT ONCE VACCINATED (OR WITH APPOINTMENTS IN HAND) THEY WOULD

FEEL COMFORTABLE returning to pre-pandemic service levels. At this time only one staff member is completed vaccinated, for this reason they have designed the PHASED OPENING Plan as seen below:

DATE OF STAGE	DESCRIPTION OF STAGE	IMPLEMENTATION TARGETS
OPENING - 1 April 6, 2021	Restore Look & Book as defined by August 2020 Plan.	<ul style="list-style-type: none"> • 72 Hours Quarantine continues • Library open to patrons • Curbside continues • Self check-in continues • Take & Make continues • Self check-out returns • + Staff assisted check-out at discretion of staff member • + Book drops open • NO in-person programming
OPENING - 2 Late SPRING	Normalization Continues	<ul style="list-style-type: none"> • Continue curbside • Offer OUTDOOR storytime • Continue Take & Make • Adult Computers moved • NO J-Room computers • Return ENGAGERS to E-Room for check-out

OPENING – 1 TO-DO LIST

1. Maintain/restore SELF-CHECK-IN at Front Door and inside E-Room entry
2. Return book drop to front porch. Remove protective wrappers from both front and back drops. Open BOOK DROP RETURN SERVICE
3. Set-up CHECK-OUT stations at Main Desk and Children’s Desk with scanner facing toward patrons
4. Set-up alternative CHECK-OUT station behind Plexiglas on Main Floor
5. Arrange furniture to discourage congregation
6. Display materials for ease of discovery

OPENING – 2 TO-DO LIST

1. Publicity for outdoor storytime
2. Identify ENGAGERS for checkout

USING THE TUCKER FREE LIBRARY – Rules of Behavior

Effective March 24, 2021

It is the expectation that visitors to the Tucker Free Library will abide by the following rules.

1. Patrons and staff who are in the library during hours of operation MAY BE required to properly wear a face mask (covering both mouth and nose) and use hand sanitizer upon entering. Masks will be provided if needed. Trustees reserve the right to enforce compliance with State and Federal guidelines. Notice will be posted on entry doors if conditions exist that require this.
2. The “Look & Book” service will allow patrons to browse the stacks and select materials.
3. Social distancing MAY BE the expectation so no congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restrooms, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
4. No unattended bags will be permitted in any area of the library. This includes the restrooms, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
5. Food and drink are not permitted in any area of the library including hallways, doorways, collection areas, or stairwells.
6. Only one person is permitted in the public restroom at a time unless supervision or parental assistance is required. Restrooms will be periodically sprayed with a sanitizing agent; this may render the restroom temporarily unavailable throughout the day.
7. Public computers are for adult use only. Equipment will be sanitized after each use. If the protective cover of the keyboard is removed, the user forfeits his/her future use. The trustees reserve the right to enforce time and/or occupancy limits.

PUBLIC STATEMENT ANNOUNCING LIBRARY SERVICES

Beginning April 6, 2021 the Tucker Free Library will expand library services to include in-person visits and the opening of Book Drops. The library will be open Tuesday, Wednesday, & Friday from 10-5, Thursday 10-7, and Saturday 9-12.

The “Look & Book” service allows patrons to browse the stacks for materials. For those who are reluctant to enter the building, the library staff will continue to provide curbside pickup during all hours of operation. Home delivery is also available. Contact us at 428-3471 or tuckerfree@comcast.net if you have questions or would like to arrange home delivery service.

We look forward to seeing our patrons soon!

APPENDIX A – Pandemic Service Plan August 2020

SERVING THE HENNIKER COMMUNITY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

This proposal and subsequent service iterations will remain in place until changes are deemed necessary or the health emergency is resolved. Changes in service may be required if staff is unable to fulfill their duties, cleaning and PPE supplies are unavailable, or if there is a lack of compliance in mask wearing and/or social distancing behavior on the part of patrons. All policies and procedures are superseded by State or Health Department directives.

Depending on the evolution of the continuing health crisis, this plan may be changed or suspended without advanced notice at the discretion of the Board of Trustees in accordance with the Tucker Free Library Pandemic Service Policy as seen at: <http://www.tuckerfreelibrary.org/policy-procedure-manual/>

SUMMARY

Proposal for enhanced library services during COVID pandemic

This proposal for consideration takes into account the desire of TFL staff to expand library services for our community. As the Town of Henniker grapples with the pandemic, TFL strives to offer safe access to our facility while maintaining a safe work environment for staff. All plans for expansion of service demand strict adherence to cleaning and safety protocols in place since TFL opened in June. [REALM Project](#) (REopening Archives, Libraries, Museums) research still supports the 72-hour quarantine of returned materials so the book drops will remain closed and materials need to be returned via the self-check-in process. This requirement will remain in place until the 72-hour moratorium is lifted. Depending on the evolution of the continuing HEALTH CRISIS, this plan may be changed or suspended without advanced notice at the direction of the Board of Trustees in accordance with the TFL Pandemic Service Policy:

<http://www.tuckerfreelibrary.org/policy-procedure-manual/>

Modify hours

Tuesday	10-3
Wednesday	10-3
Thursday	10-3 and 5-7
Friday	10-3
Saturday	10-3

Changes effective

STAGES	DESCRIPTION OF STAGE	IMPLEMENTATION GOAL
Expectations	USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY – Rules and regulations for all library patrons and staff	Simultaneously with Phase 1 and reinforced with Phase 2.
Phase 1	Move all CURBSIDE to front door	September 1
Phase 2	Look & Book! Service	September 15 or when deemed appropriate based on Henniker numbers

DECISION MATRIX

CONSIDERATIONS Listed below are factors that will be taken into consideration when a decision to modify services is needed	PHYSICAL REOPENING		LIMITED SERVICES
Community Spread Level	1 or fewer cases (containment)	2 to 9 cases (community spread)	10+ cases (accelerated spread)
Positive COVID results in community resulting in closures of: Henniker Community School John Stark Regional High School White Birch Town Hall	Provided all conditions are satisfied, begin normalizing hours and services, allow patron access with precautions prescribed by state and local officials	Suspected or confirmed cases within Henniker should elevate discussion on the services that can be safely offered on a limited basis if necessary	The accelerated spread of confirmed cases within Henniker community will result in return to limited curbside service for at least two weeks
Staff Absenteeism	The library is able to provide coverage and manage absenteeism with little impact to library service	It is difficult to provide coverage and manage absenteeism and hours or services may have to be reduced	The level of staff absenteeism is too high to effectively manage
Availability of cleaning and protective supplies required to follow guidelines	Sufficient supplies available for routine daily cleaning and sanitization	Difficulty sourcing supplies necessary for routine daily cleaning and extensive sanitization may result in reduction of public access	Unable to obtain supplies for safe operation of the facility
Compliance with Protections	Mask wearing, physical distancing and other protective measures are followed	Small gaps in compliance, need to reeducate public and highlight rules	Significant gaps in compliance to the protective measures in place

USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Effective August 18, 2020.

It is the expectation that visitors to the Tucker Free Library will abide by the following rules. Pursuant to state and federal guidelines we must ensure that our patrons maintain social distance and wear masks correctly. We are required to adhere to limitations to occupancy numbers within each area of the library. **To accommodate all members of the community, the Board of Trustees has instituted a 30-minute time limit for all visits in the library.**

1. Patrons and staff who are in the library during hours of operation are required to properly wear a face mask (covering both mouth and nose) and use hand sanitizer upon entering. Masks will be provided if needed. Patrons are asked to dispose of any face masks, tissues or other personal protective equipment used while in the library in the designated disposal receptacles upon departure from the building. All masks, tissues, and other PPE will be immediately removed and irretrievably disposed of by staff members wearing gloves, face masks and shields. Trustees reserve the right to enforce compliance with current CDC guidelines.
2. The library is open for "Look & Book" only. This service will allow patrons to browse the stacks and select materials. We ask that patrons quickly and efficiently take care of their library business. The trustees reserve the right to enforce time and/or occupancy limits.
3. Social distancing is the expectation so no congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
4. No unattended bags will be permitted in any area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
5. Food and drink are not permitted in any area of the library including hallways, doorways, collection areas, or stairwells.
6. Only one person will be permitted in the restroom at a time unless supervision or parental assistance is required. Restrooms will be sprayed with a sanitizing agent regularly; this regime may mandate that the restroom is temporarily unavailable throughout the day.
7. Public computers are for adult use only. Equipment will be sanitized after each use. If the keyboard cover is removed, then the user forfeits his/her future use. The trustees reserve the right to enforce time and/or occupancy limits.

PUBLIC STATEMENT ANNOUNCING LIBRARY SERVICES – The next step

Beginning September 15, 2020 the Tucker Free Library will expand pandemic level services permitting patrons to enter the library to select their materials and use computers. The library will be open Tuesday-Saturday from 10AM to 3PM. The library will reopen from 5PM-7PM on Thursday evening to offer service to our commuting patrons.

In the Look & Book! Service paradigm patrons have the choice to browse the stacks for materials. For those who are reluctant to enter the building, we will continue to operate self-check-in and curbside pick-up during all hours of operation. Home delivery is also available. Contact us at 428-3471 or tuckerfree@comcast.net if you have questions or would like to arrange home delivery service.

We are looking forward to the day when all our patrons can walk through our doors to attend a program, select library materials or use our computers!

PHASE DETAILS & CHANGES DESCRIBED

Phase 1 – TRANSITIONING TO EXPANSION OF SERVICE

1. On 8/29 close down J-Room Curbside service to address:
 - a. Staff availability concerns with the workforce reduction as high school employees return to class
 - b. Traffic congestion most likely to occur with school-related transportation
2. Maintain self-check-in at Main Vestibule and ADD curbside pickup in MAIN vestibule starting 9/1.
3. When RESERVING MATERIALS FOR PICKUP, patrons will be notified of the change in location.

Phase 2 – LOOK & BOOK!

1. Institute a self-check-in station and curbside pickup at entry to E-Room on lower level.
2. ADD self-check-out/modified check-out stations on Main Floor and Lower Level.
3. Permit patrons to enter building to select materials.
4. To maintain social distancing parameters, the number of individuals and the duration of visit may be limited.
5. No programs.
6. All engagers and games removed from each floor.
7. Space out computers on the Main Floor in Soderstrom Area.
8. Remove computers from the J-Room.
9. Maintain parent's computer in E-Room.
10. Remove comforts to discourage patrons from remaining on site.
11. Staff will be in building prior to opening to gather ILL/Hold materials, shelve returns that have cleared quarantine, and prepare workstations for operation.
12. Continue offering business services to public with procedures in place to handle money.
13. Return all DVDs to cases to eliminate need for staff to handle material.

Changes patrons will notice

1. Entry to the library will be limited to 30 minutes per visit.
2. The library will be open for patrons to come in and browse the collection. Occupancy and/or time limits may be required and imposed. We ask that you not congregate in the library and that protracted conversations with friends and neighbors take place outside the library building.
3. Restrooms will be sprayed with a sanitizing agent regularly; this cleaning protocol may mandate that the restroom is temporarily unavailable throughout the day. Public corridors, computer workstations, circulation areas, and door handles will also be sprayed periodically during the day. This cleaning protocol may cause temporary service interruptions.
4. Chairs and tables have been removed to create a physical reminder to social distance.
5. Library staff will be behind Plexiglas screens wearing masks. If they come out to assist you give them a minute to don additional PPEs.
6. All games, STEAM activities and toys have been moved to storage in the library.
7. All DVDs have been returned to their cases to reduce the handling of materials.
8. There are no computers in the J-Room. There will be one computer for parents with children to use in the E-Room. The Main Floor computers for adults. Parents with children are required to use the computer in the E-Room. A limited number of computers have been spaced out to allow for social distancing.
 - a. Please don a mask and use hand sanitizer before and after you use the computers. If you do not have a mask one will be provided.
 - b. Keyboards will be wrapped in plastic cover to help us keep you safe. Removal of the plastic cover will cause us to rescind this service.
9. There will be a self-check-in station on both levels. Until the 72-hour quarantine moratorium is lifted, patrons will be asked to check-in their own materials.
10. Bring your library card! We will have a self-check-out station that works best if you can scan your library card. If you can't find your library card, we will have a staff-assisted station where a new library card will be printed for you.

CONCERNS OF STAFF

- Handling materials that have been returned continues while the 72-hour quarantine requirements still exist.
- Air flow in the building once the cold weather sets in and windows are closed. Evaluation of air flow to determine if minimum standard of circulation turnover of 2.5 times per hour is achieved.
- Hours that the library is open when school kids traditionally congregate. We have removed all items that bring them in, but is that enough? Suggest limiting after-school hours to break the “after school care” habits.
- Increased amount of cleaning in Phase 2 including hallways and public restrooms.
- Use of public restrooms.
- Use of computers and Soderstrom Area.

OCCUPANCY RESTRICTIONS

Location	Dimensions (L x W)	Square Feet	Occupant Load Factor*	Calculated Occupancy	50% State Occupancy**	MAXIMUM POSTED OCCUPANCY
TOTAL		8948	100 ¹	89.48	44.74	45
E-Room	38 X 22	858	50	17	8.6	9
J-Room	38 X 21	798	50	16	8	8
Meeting Room	18 X 19	342	50	7	3.5	4
Stack Room	38 X 22	858	100	8.58	4.29	4
NH Room	38 X 21	798	50	15.96	7.98	8
Soderstrom Area	26 X 21	546	100	5.46	2.73	3

1 Our certificate of occupancy allows for 100 people in our building under normal conditions.

*These figures are based on calculator located at: https://www.dsm.city/departments/community_development-division/permit_and_development_center/covid-19_occupant_capacity_formulas.phpf

Gross Square Footage of Library Book Areas / 100 Occupant Load Factor = Maximum Legal Occupancy
 Maximum Legal Occupancy x 0.50 = Allowable COVID-19 Occupancy

Example:

6000 SF / 100 = 60 occupants during Normal Conditions

State of Iowa COVID-19 Restrictions require 50% of Maximum Legal Occupancy

60 occupants x 50% = 60/2 = **30 Occupants - Allowable COVID-19 Occupancy**

Libraries use two different occupant load factors. They are as follows:

Reading Rooms - 50 Occupant Load Factor

Library Book Areas - 100 Occupant Load Factor

**Includes staff members. <https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf>

EXAMPLE OF PHASED PLAN – JAFFREY PUBLIC LIBRARY



603.532.7301 | www.jaffreypubliclibrary.org

Jaffrey Public Library | 38 Main Street, Jaffrey NH 03452

SUPPLEMENTAL READING

HOW WILL PUBLIC LIBRARIES ADAPT TO NEW SCHOOL YEAR NORMS? Kelly Jensen Aug 13, 2020

<https://bookriot.com/how-will-public-libraries-adapt-to-new-school-year-norms/?fbclid=IwAR2Bmt9LqgF-8kmRB635B6pjMOwt9TpFMudcY3mXo-Pf9TCnmME4p8SXrnl>

Reopening Resources – State and National

ALA COVID-19 Recovery microsite: <http://www.ala.org/tools/covid-19-recovery>

Reopening NH Libraries Task Force Best Practices document, 5/20/2020: nhlibrarians.org/wp-content/uploads/2020/05/FINAL-Reopening-NH-Libraries-Task-Force-Best-Practices-5_20_2020.pdf

Article from NHMA, “Reopening Libraries During the Pandemic” by Natch Greyes (July/August 2020): <https://www.nhmunicipal.org/town-city-article/reopening-libraries-during-pandemic>

Sample Library Policies/Paperwork related to COVID-19 issues

Pandemic Policy examples:

- Jaffrey Public Library Pandemic Policy: https://www.townofjaffrey.com/sites/jaffrey/nh/files/uploads/pandemic_draft_20_20_final.pdf
- Nesmith Library (Windham) Pandemic Policy (based on Jaffrey policy): <http://nhlibrarians.org/wp-content/uploads/2020/04/Nesmith-Windham-Pandemic-PolicyCOOP.pdf>
- Salisbury Free Library Pandemic Policy (based on Jaffrey policy): <https://docs.google.com/document/d/16NOKMID7YjcYQGMm9b1UC8-BVyLkL0X1pXn1QaDrTds>
- Minot Sleeper Library Pandemic Policy (Bristol, NH): <http://nhlibrarians.org/wp-content/uploads/2020/07/MSL-Pandemic-Policy-FINAL.pdf>

Phased Reopening Plan examples:

- Wiggin Memorial Library (Stratham) Draft phased reopening plan: <http://nhlibrarians.org/wp-content/uploads/2020/05/WML-Phased-reopening-strategies-and-actions-draft-5-5-23-2020.pdf>
- Gilford Public Library Reopening Plan: <http://nhlibrarians.org/wp-content/uploads/2020/07/GILFORD-PUBLIC-LIBRARY-reopen-plan-2.pdf>
- Pembroke Town Library Services Plan 6/18/20 – 7/15/20: <http://nhlibrarians.org/wp-content/uploads/2020/07/Pembroke-Town-Library-Services-June-18-July-15-2020.pdf>

Quarantine/COVID19 policies (employees):

- Model Primex policy for Employee COVID19 Illness Policy: <http://nhlibrarians.org/wp-content/uploads/2020/07/Primex-JL-Model-Employee-COVID-19-Illness-Policy-05-06-2020.pdf>

- Abbott Library editable flow chart regarding employee COVID exposure: <http://nhlibrarians.org/wp-content/uploads/2020/08/Abbott-Library-editable-flowchart-for-COVID-exposure.doc>
- NHEMS Flow chart regarding employee COVID exposure: <http://nhlibrarians.org/wp-content/uploads/2020/08/Phase-III-Flow-Chart-Sick-Employee-and-Patron.pdf>
- Wiggin Memorial Library Illness Policy Appendix A (procedures): <http://nhlibrarians.org/wp-content/uploads/2020/08/WML-Illness-Policy-Appendix-A-procedures-for-id-of-illness.pdf>
- Minot-Sleeper Library (Bristol) COVID19 employee screening questionnaire: <http://nhlibrarians.org/wp-content/uploads/2020/07/COVID19-Screening-Questionnaire-landscape.pdf>
- Minot-Sleeper Library (Bristol) COVID19 Screening and Safeguard Measures Policy: <http://nhlibrarians.org/wp-content/uploads/2020/07/Library-COVID-19-Screening-and-Safeguard-Measures-Policy-FINAL.pdf>
- Minot-Sleeper Library (Bristol) Temporary Policy on Leave Due to Coronavirus : <http://nhlibrarians.org/wp-content/uploads/2020/07/Library-Temporary-Policy-on-Leave-Due-to-Coronavirus-FINAL.pdf>

APPENDIX B – Question posed to library listserv

As we are beginning to think about and/or plan our full reopening the question of book drops and quarantine has come up. We secured and locked our book drops last March and have continued with a self-checkin followed by a 72-hour quarantine of returned materials. We also spent a significant amount of money on janitorial services and supplies.

I would appreciate hearing your thoughts on opening book drops and relaxing the quarantine requirements since the science seems to be coming down on the side of "you don't get COVID by touching things." Also are you relaxing the requirements for janitorial services?

Finally, the governor had called for occupancy limits which we used last fall before we reverted to curbside. Has there been any change to that limitation?

RESPONSES FROM OTHER NH LIBRARIES (unedited)

*A mask & hand sanitizing is required of anyone over the age of 3 to enter the Library. If you do not wish to, or cannot, comply with this requirement, Front Porch Pick-Up is also available by appointment.

*Social Distancing practices are required. There is a maximum safe-distance building capacity of 38.

*Although we are taking precautions, we cannot guarantee that library materials are free of the COVID-19 virus. We recommend that all borrowed library material be [quarantined](#) in your home for at least 4 days prior to use. Lending periods have been extended to 3 weeks to allow for this precaution.

We stopped quarantining our returned materials when we re-opened to the public last September. We wear masks at all times, require patrons (older than 5...or 5 and older, I'll have to check our sign again...) to wear masks, and we have plexiglass barriers at our front desk & "6 feet" stickers on the floor in front of the front desk. Patrons are asked to limit visits to 30 minutes, but we haven't had to police that yet. We haven't had large crowds of patrons at any time, so we haven't had to consider implementing a limit on how many patrons are in the building. Our front desk staff clean the desk areas and computer keyboards periodically throughout the day. We don't have a policy on frequency, but they're cleaning similarly to how we clean during flu seasons. We do have masks and hand sanitizer at each door for patron use, too. Oh, we're still offering curbside, too. Most patrons come into the building now, but we have a few that continue to use curbside & appreciate the option.

This has worked fine for our library. Every once in a while a patron asks if we quarantine materials, and we explain the science to them. They seem to appreciate that.

Best of luck as you work on your re-opening plans!

To the best of my knowledge, the CDC's guidelines on cleaning & disinfection are less strict than the state's: cleaning of frequently touched surfaces daily vs. at least every 2 hrs. We've elected to follow the CDC's requirements, so we are not currently experiencing significant costs (labor or supplies) for our custodial lines.

Our book drop has been open all along & we will be discussing our 3 day quarantine as a staff tomorrow. It may be that the consensus is to continue this, primarily b/c it has not led to any major issues w/ patrons & it does add a margin of safety (even if very minimal IMO).

I believe the Universal Guidelines (including the section on libraries) specify only that organizations enforce the 6 feet rule, i.e., nothing about occupancy per se. Fwiw, I think Maine, Vermont, & Massachusetts do still have occupancy limits: 50% of fire code or no more than 5-10 individuals per 1,000 sq. ft. (plus the 6 ft rule).

Primary concern among staff here appears to be about the duration of patron visits. (We're currently open by appointment for 2-3 households at a time for a max of 30 min.)

Similar to Julie, we opened our book drop and now empty it once a day with masks and gloves, moving the items from the drop to the quarantine tables. The only issue we've had is that there is a delay in things getting checked in using this model and patrons occasionally reach out with concern that their items are overdue. We assure them and remind them that there are no fines. Overall, this works quite well for us.

We do our own cleaning, focusing our attention on high traffic areas, like the counter, tables, and doorknobs. Our restroom is still locked, with access granted upon request to limit how much we have to do in terms of daily cleaning.

I'm not sure about occupancy limits, but we are moving back to in-person without appointments at the end of the month. We will have a limit of 6 people or one larger family, with flexibility to make accommodations as needed, similar to how we were doing things just before the holidays. We will continue to watch the # of cases in the area and make decisions based on that and the increase in vaccinations.

We never closed our book drop. At the beginning, last spring, we wore gloves to empty it, but as the science evolved, gloves are optional, and none of my staff feel the need.

We quarantine for three days, and wipe the materials down at the end of the quarantine.

I still clean door handles, railings, copier and fax, light switches and tables 2 to 3 times a day....computers between every use, and the desks after each patron....though I'm sure that will be relaxing in the near future.

Our building limits have been imposed by our Emergency Management Team, at 50% occupancy, and will remain in place until I get the go ahead to change them.

I reopened to the public on June 1. While I have had a couple of employees who had to quarantine and test because of exposure outside of the library, there have been no positive cases...and I have not had to even temporarily close. I am in Rindge, which is a college town, and our active cases number has gone up to almost 40 several times, but there has been no impact on the library, our staff, or our services.

Howdy -

I think you already know our response - but here it is again anyway -

We have left our book drops open all along. We still are not accepting donations. We do not use gloves for emptying the drop, and we only quarantine for one day, although we are considering dropping that.

Although our circulation has pretty much rebounded at this point to pre-pandemic levels (even a bit higher so far in March!) our door counts are still much reduced. We haven't worried at all about occupancy limits because it's simply not an issue (it feels like it's more likely an issue in larger, city libraries). We made significant interior layout changes back when I started in July, and we still have folks walking in and seeing it for the first time. We feel like the larger struggle is getting patrons back in and confident in feeling safe, not having too many patrons in at once.

Our book drop has been open since the fall and we quarantine the items for a week, although now that we are opening for appointments on March 15th, we may revisit that. We check the book drop a few times a day.

Our book drop has been open since last spring. We check in once a day wearing gloves and mask, of course, and then quarantine for 72 hours.

Hi Lynn and everyone,

Just a couple of reminders about what is in place through the Governor's office:

3/5/2021 – Executive order extending the State of Emergency for the state for another 21 days. This has been the pattern with this order, and provides for some services to continue (such as prohibition on evictions, etc.):

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/2021-04.pdf>

In January the Governor extended the statewide mask mandate executive order through 3/26. I expect that he will do another extension around that date:

<https://www.governor.nh.gov/news-and-media/governor-chris-sununu-issues-two-executive-orders-extends-mask-mandate>

The Safer at Home Universal Guidance (which incorporated libraries into Addendum A in June 2020) is still in effect:

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>

As far as group size limitations, the restriction is dependent on the venue because the guidance states that 6' of physical distance must be maintained. So that is going to be different for each library and the spaces within those buildings.

Hope this is helpful,

Lori

Our book drop has been open for 9 or 10 months now. Up until a few weeks ago we were bringing materials directly from the book drop to our meeting room where we quarantined for 3 days before checking in. We now no longer quarantine for 3 days unless the items are interlibrary loans. We do still wipe down the outside of the books because we have found that the process is not overwhelming for staff and we are doing a better job of noticing stains, damage, or just when it really could use a good wipe! I don't know how long we will continue this process, likely not forever, but for now it makes staff feel good.

We spray and wipe as we have time throughout the day (we always clean a computer station after each use) and always every common surface as part of our closing routine at the end of the day.

At the end of January, we went from curbside only to appointments. The staff felt it went so well that they were ready to move back to open at a limited capacity of 10 people at a time (30 minutes for browsing, 1 hour for computers) beginning March 1.

Best of luck as you and your staff move forward!

We still keep a rolling cart out front for drop offs during the day.

Book drop in door for overnight.\

We remove all books to quarantine table.

As the main complaint we heard from patrons was the need for the normal book drop, we've had ours open since last summer. We bought lidded plastic bins that are sized specifically to fit in our book drop. Book drop is open, bin inside fills up, is removed, lidded and quarantined. Fresh bin put in book drop. Bins marked with date of quarantine completion.

We've had our book drop open since last April. During that time we've reduced our quarantine time for all returns from four days to our current amount of two days. We didn't nor do we have any additional cleaning protocols for returned items. We use the grocery store mentality for items that are touched during browsing meaning we don't worry about it.

We're wiping down high touch surfaces about once per shift (the computer area after each use) and providing hand sanitizer, but we're really focusing on the air. We've limited use to 20 minutes per patron, have several air purifiers, a co2 monitor, open windows as the weather permits and masks are mandatory.