

**Sanbornton Public Library  
Board of Trustees**

February 16, 2021 Minutes

Present: David Adams, Donna Schimming, Grita Olmstead, Carol Raymond, Chris Hobby,  
Marcia Haigh

Absent: Paula Grassie, Ana Gourlay

Dave called the Meeting to order at 6:00 p.m.

**Secretary's Report:**

Dave asked if the Minutes from last time required discussion. Carol motioned to accept and Grita seconded; minutes accepted.

**Treasurer's Report:**

Donna made motion to accept, Carol seconded.

**Building Report:**

The Roof RFP for the roofing project was sent to Nate and Trish. It will go to the Select Board tomorrow night. It will be out by the beginning of March. Carol can alert Steve Hansen to put in a bid.

There have been some issues with the furnace. Marcia relayed that the building registered at 45 degrees in the interior of the library. The furnace is back up and has been working fine. It was originally thought that the initial cause might have been shortage of oil. The Town Administrator called Irving for an oil fill. When the technicians arrived it was determined the problem wasn't due to lack of oil. The Technicians came at the end of the day Tuesday and it began working. Thursday there was no heat again and a Manager and Repair Tech came out. They immediately called for an oil delivery which came on Thursday night. The line was bled out and the heat came back on, and has been fine since.

**Programs & Events:**

Marcia informed us that Story time is occurring virtually via Zoom.

The Library card promotion for 6 year olds began in February.

The staff is working on a virtual book discussion. The staff will work on getting books for those interested and the group should be able to begin meeting by March 31.

**Old Business:**

Curbside pickup is going well. Reopening at this time during the public emergency is still considered not safe enough for the public or staff.

Trustees agreed that curbside pickup is going well. It was proposed that timed reservations could be begin when it is safe to do so.

#### Interlibrary Loan:

This is going well and the patrons are grateful to have access to this service. It is still slower than usual, due to quarantine, and not all libraries are available to borrow from. Materials need to be quarantined 3 days. Respiration is the real source of the spread vs. "touching" the materials. We are still using the established communicable disease safety protocols.

The NH spread is just below 5%, however there needs to be a watch on the spread of new variants that have developed. This limits our ability to do all that needs to be done for reopening or lessening our protocols.

A patron expressed concern at not being able to "browse" in person and with the online catalog. We will continue to make items available for pick up outside.

#### Computer Usage and Scheduling:

Three patrons have requested to use the computers last month. Marcia stated that regular PC users have likely found other means i.e., family members, friends, etc. The WiFi signal is available in the parking lot. If patrons enter the library to use the computers, there is concern that they will then want to browse the stacks. Due to staffing limitations we would have to either give up or lessen curbside times. In house visits would put a strain on the other services.

Marcia stated that some people who do not have access to computers are at a disadvantage when trying to schedule vaccines; and they have less access to printing forms. It was discussed whether to allow visits by appointment for one person at a time incrementally for 30 minutes. It was agreed that this might be able to happen, perhaps by the end of March. If we did allow opening for 'browsing' and/or computer usage, the item(s) for check out would need to be placed on the circulation desk and after check out the item(s) would be taken to them at the table. Also, because COVID is typically transferred via respiratory droplets; minimal conversation would have to be enforced. David motioned to continue our current policy: 1) Curbside service, 2) no browsing or computer usage for the foreseeable future. Grita seconded it. Curbside hours could be expanded from 6:00 p.m. to 7:00 p.m. on Wednesday and Thursday. At this time of year there is enough daylight to manage it. The routine for emptying and quarantining returned materials continues to work well.

Tuesday, Friday and Saturday mornings are designated for Hold requests. Staff are answering the phones and pulling requests, as well as trying to fit the patrons' schedules. There is consideration to extend closing time on Tuesdays and Fridays from 4:00 to 5:00 p.m.

#### Staffing:

Staff are working on a project of updating patrons' records.

#### Gardening Club:

Volunteer Master Gardeners Caitlyn Corbett and Megan Hanna would like to create a pollinator garden in the garden space bordering the parking lot. Trustees agreed that would work well. Carol met in person with Caitlyn and Megan to take a look at the garden. The MGs suggested doing a soil test. The Library will pay for the test in advance. After the soil is soft enough, probably April, the sample can be taken to determine amendment needs. Caitlyn and Megan have

put together a plan to include 60 plants of 6 varieties. If it seems 60 plants are too many the number can be cut back. It was suggested that plants could be used to cascade down the slope by the entryway.

Chris proposed adding a new spigot on the border garden side of building. There is a place for a faucet on the front side toward the front door of the library, where the new addition meets the original building. Soaker hoses and a timer for the hose are part of the improvement plan, which could work only if there is a new spigot. Caitlyn's plan includes \$500 to get the project off the ground, with the irrigation system included in that total. Stewart Dymont said he would do the labor for free, if we buy materials, according to Chris Hobby.

We may receive grant money from the Master Gardener program. Carol will take care of all the paperwork, if so. Megan and Caitlyn want to create name tags for the plants. Cost for the tags are not included in the proposal. Also suggested was the creation of a binder to include information on the plants. A workshop on Invasive Plants was discussed: how to identify them, how to stay safe from them, and best way to manage and dispose of them, for a maximum of 5-10 people, held outdoors. We also need permission to pull weeds if we get too close to the town property.

Budget update:

Town elections are scheduled for March 9. Paula has signed up for the position of Library Trustee, again. Andy Sanborn wants to try to do a virtual candidates night.

There will probably not be a bake sale during the town election. Grita might know more soon.

Staff have started thinking about the Summer Reading Program. There will not be any in-person programs indoors, although virtual programs could be offered. Another option is planning outdoor activities if the number of attendees is limited. The theme for Summer Reading is *Tails and Tales*. It was suggested that there could be an incentive to read, with a donation to the Animal Shelter in Laconia or Franklin as the goal.

The great grandson of Winn Dixie lives in Laconia. It was suggested that the owner could be asked to do an outdoor program with the dog, perhaps with a reading from *Because of Winn Dixie*.

*Make and take* craft bags have been popular, and gives flexibility to families in picking them up and doing them when they want. The projects encourage reading and exploring. People are looking for outdoor opportunities to get together and run around. It was suggested there could be a workshop on Distant Play.

Book circulation is about 60% back from pre-pandemic levels. Magazine circulation has dropped dramatically. The decision to not renew some subscriptions is going forward.

Meeting adjourned at 7:07.