

Sanbornton Public Library Board of Trustees

Trustee Meeting May 19, 2020

Marcia Haigh, Donna Schimming, Ana Gourlay, Chris Hobby, David Adams, Paula Grassie, Carol Raymond, Grita Olmstead
Meeting via Zoom.

Meeting called to order by David at 5:58 pm

Ana & Chris would like to be alternates again this year. The motion to appoint Ana & Chris this year as alternates passed and will be forwarded to the Selectmen.

The motion was made to accept the previous meetings minutes; motions was passed and minutes are accepted.

Treasurers Report:

The libraries Certificate of Deposit came due for a rollover. Paula and David signed for this. The motion was made to accept the Treasurers Report; motion accepted and passed.

Building Report:

The new floral border outside looks good. Due to discussion at the previous meeting concerning sanitizing the library against Covid19, Marcia contracted to have the carpets cleaned. Marcia reports it looks very good and the cleaners did a great job.

Director's Report:

The biggest concern and job is the sanitizing of books pre-check out and once returned to the drop-box. Retrieving them using masks and gloves and using sanitizing wipes to remove any potential contamination by the virus. There is a cart for air drying material after cleaning in the entrance way. After drying, the materials are Checked In and then moved to the quarantine room. They remain this way for 7 days, then are moved to a table to be shelved. The Storage Room off the circulation area is where the cart is being housed during this time. The Book Return carts on wheels are being used as interim storage.

Books are being checked back in; considering a change to only showing available after all of these precaution are completed. The check out process is being treated cautiously, arranging a pickup time with the patron, and placing the book outside at that arranged time. There is no Interlibrary Loan service available state-wide at this time.

Martha's work from home includes monitoring email requests. Jessie is preparing summer reading activities, and Cheryl is helping with craft prep. Only 2 staffers are in the library at one time. The library building is staffed Tuesday through Friday from 10 to 4.

Between discussions from other libraries, 7 days seems to be the safest quarantine time for books before being checked out again. Guidance on this is from the CDC website. Between the Director and the Trustees we can adjust the length of time an item is on loan. Prior to reopening, Marcia needs to order official signs for indicating awareness of social distancing and reminders to wash hands.

Dave brought up the question of what will happen to books being checked out when it rains? Currently they are brought curbside and placed on a table so as to minimize person-to-person contact (even with gloves on). Current plan is to stay curbside until Trustee meeting on 6/16/20. Several ideas were presented. The best idea seems to be obtaining an event tent. The average price ranges on the Walmart website range from a very small one of \$49.99 to over \$100.00. Depending on size of course.

It could be placed at the front of the building-where the stairs are. The building of a temporary portico was brought up, but is cost prohibitive. EZ-UP is an on-line company for the purchase of a delivered and branded Pop-up tent.

Marcia stated that some libraries are considering only allowing a small and specific amount of patrons in at one time and for a designated timeframe. Others are considering only allowing computer usage, which are more easily sanitized, than the amount of materials that may 'touched', before the permitting of browsing the stacks.

Programs and Events:

Story walk is a program that the community is receptive to.

A Grant from NH Humanities will allow the program *Votes For Women*; to be held on June 4 at 7:00 pm over the zoom video conferencing platform. Notifying the public and providing them with an email address and password for entry to the program.

Old Business:

The down payment was sent to The Tilton Sign Shop for the replacement library hours sign.

New Business/other business:

Safety Plan

Pointers were taken from Jaffrey Library's draft plan. This includes the steps to take to add more services as well as a pandemic interim plan.

Part of their guidance is children under 3 years old don't have to have wear masks. With phased in openings to allow patrons over 18 first, to see if conditions allow and with new information from CDC as it comes out.

Next phase might then allow school aged children. Later gearing toward the younger kids.

The Summer Reading Program is partly on-line and may include earning badges. With Make 'n Take projects; using only drive by. The summer theme is fairytales; *Image Your Story*. Begin by making fairy houses at their house and providing online pictures.

Using Zoom to read-aloud; the kids would read aloud to a Librarian. There are no plans for large group activities.

Wild About Turtles program is not yet cancelled. Summer Reading Programs could include something similar to the kids winter accumulated reading program that allowed them to add onto a paper snowman in the library as they completed reading goals. For the Summer Reading Program, every hour of reading would earn monetary donations. These donations would assist a local food pantry in Sanbornton, with the goal of providing food for Sanbornton children in

need. Donations could come from local donors (not parents) supporting the program, or a fundraiser. Two objectives: a reading incentive; and an incentive to benefit Sanbornton children. BoT passed motion to conduct a Summer Reading Program with donations to go to a Sanbornton food pantry.

Laptop purchase: current laptops were acquired in 2011 (a donation in memory of Aaron Risley). Martha is currently using one at home. She renews books and library cards with it. The Program Coordinator's laptop has failed. Her preference for a new one would be a Chromebook that uses Google Suite in the Cloud. It was asked if more than one laptop was needed as they only cost \$350. Marcia said having two would be preferable. Motion to have money toward the purchase of two laptops was accepted and the motion passed.

Some After-School programs would be instruction on how to use apps, photography, drawing etc. on the new Chromebooks.

As the Library Trustees are currently using Zoom for monthly meetings, Marcia has purchased a year's subscription. This accommodates up to 100 people in zoom at a time. The cost is 119.99 for a year.

Meeting adjourned at 7:30 pm.