

Sanbornton Public Library Board of Trustees

Minutes June 16, 2020

Due to the precautions set by the Governor of New Hampshire on public gatherings, the Board of Trustees of the Sanbornton Public Library held their monthly Board of Trustees meeting on June 16, 2020 by videoconference.

1. Call to Order 6:04 pm

In Attendance: Marcia Haigh, David Adams, Carol Raymond, Grita Olmstead, Paula Grassie, Chris Hobby, Ana Gourlay, Donna Schimming (joined at 6:30 pm)

Ana Gourlay volunteered to take the meeting minutes as secretary Donna Schimming had not yet arrived.

2. Secretary's Report

Previous minutes May 19, 2020. Motion to accept made by Carol. Seconded by Paula. Passed

3. Treasurer's Report

a. CD rollover: CD comes to term June 18, 2020. Motion to rollover CD for another 5 month term made by Dave. Seconded by Carol. Passed

b. Budget review: Total assets \$64,780.15 total equity \$61,457.20 Due to COVID-19 the library has currently underspent the year to date budget. Trustees inquired if there was anything that the library could purchase to increase services to the community. A color printer with wireless direct printing capabilities (which allows patrons to print from their cell phones) was suggested by Marcia. Motion to authorize a search for a wireless direct printer for up to \$1200 made by Dave. Seconded by Carol. Passed.

4. Building Report

a. Library Sign: Hanging structure and vertical post ready for new sign. Sign company working on the sign this week. The trustees had wanted the new sign to be in place prior to Old Home Day. Sanbornton Old Home Day is currently postponed until August 15, 2020.

b. Carol Raymond has been taking care of the flowerbeds around the library. Thank you, Carol.

5. Director's Report

a. Curbside pickup service: Marcia continues to make adjustments as new information and different procedures evolve regarding quarantining and disinfecting returned materials. Interlibrary loan is not available at this time due to safety concerns and many libraries are closed.

Current recommendations are that books and materials be quarantined for at least 72 hours upon retrieval from the book return. This has led to an extended waiting period for patrons (especially for new books). Dave made a motion to authorize the purchase of duplicate copies of materials. Paula seconded. Passed. (Grita abstained).

- b. Staff continue working some hours in the building and some remotely, limiting the number of staff in the building to 2 at the same time. The building continues to be closed to the public. All in-person programs postponed until safe to resume.
- c. New chromebooks are a great help with library services during pandemic.

6. Programs and events

- a. Story walk is now in the field-a good choice of story for these unpredictable times.
- b. June 4, 2020 SPL presented the NH Humanities program *Votes for Women* with Liz Tentarelli, via video conference.
- c. Continue to support access to ebooks, audiobooks, Ancestry, and EBSCO databases
- d. Summer reading program began June 10th. Usually the program begins at the end of June, but it was started early this year to keep the momentum that children had from schooling at home. The program began with a “make & take” project. Fairy house constructions have been posted to the library facebook page.

The library is also offering READsquared online reading incentive program at sanborntonlibrary.readsquared.com and the older readers like earning “badges” and free books. Participants can make an avatar. (Adults welcome to do so as well).

Other summer reading incentives, a 3rd party donor has offered that
1 minute of reading by children = 1 point = 1 cent donation to the First Fruits Food Pantry.

- e. Upcoming Programs: Two previously scheduled programs are still currently on the schedule. The Loon Preservation Society is scheduled to give a presentation at the end of July. (There is currently a nesting pair of loons on Hermit Lake). It may be appropriate to offer this presentation in a virtual format. The second program, “Wild About Turtles”, is scheduled for August. As this program is geared towards younger children a virtual format may not be appropriate. Hosting these programs will be reevaluated as the dates of the programs approach in order to evaluate the health and safety concerns at that time.

7. Old Business

- a. Sign replacement update from The Sign Shop. Down payment mailed 4/8/2020.
- b. Assessment will need to be made of the roof after July 1, 2020
- c. Curbside pickup update, and phased re-opening during public health emergency.
 - Given the recommendations by the Governor’s Task Force relating to the concerns surrounding public health and safety as it relates to libraries and the spread of COVID-19, the trustees feel that the best way to protect the health and safety of the library staff, library patrons, and the community is to continue with curbside pickup. Opening the building at this time to the public exposes the staff and patrons to an increased risk of contracting COVID-19. The physical layout of the library makes it difficult to ensure a 6 foot distance between people and it would be very difficult to disinfect the many surfaces and materials between visitors. The trustees feel that the Sanbornton Library will best be able to continue to meet the needs of the community through the curbside pickup system.
 - Dave made a motion to waive the signature requirements for new library cards in order to limit the passing of pens and the risk of COVID-19 exposure. Paula seconded. Passed.

- The library continues to offer many of the services that patrons are accustomed to. A request for printing can be made by e-mailing documents to the library. Printing is limited to 10 pages. Dave made a motion to waive printing fees at this time to eliminate the handling of money. Grita seconded. Passed.

d. Pandemic Interim Service Plan discussion

The library trustees will discuss the possibility of a phased re-opening of the library at their next meeting while evaluating the health and safety concerns at that time. Subjects to explore when considering reopening include: requiring masks for staff and patrons, limiting the amount of people in the building at one time, limiting the use of the public bathroom, making the use of computers by appointment (to ensure that the stations are disinfected between users), and the use of the space for small meetings.

8. Employee update for FY 2021

4 library staff positions are currently filled. Marcia recommended that all staff receive the step increase that was approved at March town meeting effective for the new fiscal year beginning July 1, 2020. Motion to approve step increase in wages made by Carol. Seconded by Donna. Passed

Motion to update appendix J in Personnel Rules, Regulations and Policies to reflect pay scale made by Carol. Seconded by David. Passed.

9. Adjournment; 8:09 pm Next meeting ~ July 21, 2020; 6 p.m. ZOOM videoconference