

Sanbornton Public Library Board of Trustees Meeting

August 18, 2020 at 6 p.m. via ZOOM

1. Call to Order: 6:12 pm

In Attendance: Marcia Haigh, Carol Raymond, Paula Grassie, Chris Hobby, Ana Gourlay, Grita Olmstead (joined at 6:20pm)

Carol made a motion to seat the two alternate trustees Chris Hobby and Ana Gourlay. Paul seconded. Motion passed. Ana volunteered to take minutes as Secretary Donna Schimming was not present.

2. Secretary's Report

Previous minutes July 21, 2020. Ana Gourlay suggested one correction- In the New Business section of the July 21, 2020 minutes two different dates were given for Sanbornton's now cancelled Old Home Day. Both dates should read August 15, 2020. Carol made motion to accept. Ana seconded. Motion passed.

3. Treasurer's Report

Marcia reported the balance of the main account as \$62,350.45
Carol made motion to accept. Chris seconded. Motion passed.

4. Building Report

Carol gave the building report. Roof shingle replacement deadline for bids is August 25, 2020 at 10 am. No bids received yet.

(Grita joined meeting at 6:20 pm)

5. Director's Report

- a. Curbside pickup service continues. The email is SPLNHcirc@gmail.com. This email is also used for requests to print for patrons.
- b. Staff continue to 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 cancelled until safe to do so.
- c. NHSL interlibrary loan service has started the process of picking up bins of books. New requests are not scheduled to begin at this time. Due to the huge project of retrieving all of the books from libraries that were out on loan prior to March, the NHSL interlibrary loan service has limited the return pick up to one bin of books per visit. SPL has returned one bin and has approximately 3 more bins to return. SPL has received one bin of returned books. Material is in quarantine for 72 hours prior to pickup by the State van service, and returned material will be quarantined for 72 hours prior to check in and shelving.

6. Programs and events

- a. A new book went up in the field July 15th. The town is having a path around the field mowed so it makes a very nice walk and the story pages are spread out to enjoy.
- b. Continue to support access to ebooks, audiobooks, Ancestry, and EBSCO databases

- c. Summer reading program continues and families can participate 3 ways, online or on paper logs. We offer the added incentive that for every minute reading earns money for the food pantry. The program is scheduled to end on August 26th. The final make-and-take project will be to “Tell Your Story” through a shoebox diorama.
- d. READsquared online reading incentive program at sanborntonlibrary.readsquared.com has 38 readers registered so far; and the kids like earning “badges” and writing book reviews.
- e. E-books continue to be very popular. In the next fiscal budget, the trustees may want to consider more money for the NH State Library OverDrive program, the consortium that SPL uses for downloadable e-books and audiobooks.

7. Old Business

- a. Curbside pick-up continues to be popular.
- b. Discussion of current operating policy during the public health emergency. The trustees agreed that the current library services being offered are meeting the needs of the community without causing undue risk to the employees, patrons, or the community. When a phased re-opening does occur, there is a risk that employees who may be exposed to the virus would need to quarantine. If the staff is quarantined then the library would not be able to operate and services would be paused. To ensure continuity of services to the community the trustees agreed to continue with curbside pickup and to revisit the discussion of a phased re-opening at the next trustee meeting.
- c. Discussion on how to continue to inform the community that even though the library building is “closed to visitors,” the library continues to offer an extensive variety of services to the community including curbside pick-up of materials, downloadable e-books and audio books, wireless internet, printing services, etc. Facebook posts, signs posted around the community, and a banner were discussed.

8. New Business

- a. Schools will be reopening, but the library building will remain closed to visitors. If teachers are interested in materials from the library, the library staff will work with the school to develop a safe manner in which to loan materials.
- b. Discussion on communicating with curbside patrons from a distance. Communicating clearly, from a distance, through a mask requires greater effort for Marcia and the library staff. Some libraries are using microphones to assist with clear communication from a distance. The trustees acknowledged that this may be something to research if Marcia feels that audio amplification of some sort is needed.

9. Other Business

- a. Outside Book Sale discussion- Paul has volunteered to organize an outdoor book sale using the for sale books already quarantined at the library. The trustees feel that the community would appreciate the opportunity to stock up on reading material before winter. The sale would be organized with sanitation and social distancing measures in place. The date or dates of the sale is to be determined.
- b. Budget discussion- Carol could not open the Excel spreadsheet for review. Discussion on possible alternative file formats. The Trustees will review the library budget at the September meeting.

10. Adjournment; 8:08 pm Next meeting ~ September 15, 2020; 6 p.m. at via zoom