

Sanbornton Public Library Board of Trustees

Agenda for April 21, 2020 at 6 p.m.

Due to the precautions set by the Governor of New Hampshire on public gatherings, the Board of Trustees of the Sanbornton Public Library is having the monthly Board of Trustees meeting on April 21 starting at 6:00 p.m. by teleconference. The Sanbornton townsfolk are invited to attend virtually.

To attend, please send Director Marcia Haigh your email address no later than **Monday, April 20** to be added to the list of participants. You will be sent an invitation by email with the link and passcode. You must be on the list of participants to attend. Marcia Haigh may be contacted by phone 603-286-8288 or [email spl3@metrocast.net](mailto:spl3@metrocast.net).

1. Call to Order; Elect Officers
2. Secretary's Report
Previous minutes February 18, 2020 (March 17th meeting cancelled due to COVID-19)
3. Treasurer's Report
4. Building Report
 - a. Water Softener was installed on March 9th to replace the old softener that failed.
 - b. Spring clean-up of flower garden completed by Trustee Carol Raymond.
5. Director's Report
 - a. COVID-19 Virus: February 26th began discussion with staff for procedures for cleaning and wiping surfaces to stay healthy and reduce exposure to our patrons. Prepared a draft policy for balancing the need to continue to provide library services to the community while reducing health threats for staff and patrons.
 - b. Cross training for payroll and interlibrary loan procedures is underway.
 - c. David Adams and Grita Olmstead, newly elected to 3-year terms, sworn in by Town Clerk.
 - d. Preparing to re-open the library when it is safe for patrons and staff.
6. Upcoming programs and events
All Programs and in person events have been cancelled until the stay-at-home order is lifted. Services offered to the community include Overdrive downloadable eBooks and Audio Books; online Ancestry search, links to online viewing and resources, links to COVID-19 fact-based sources for national and local concerns; and more.
7. Old Business
 - a. Library Page position – leave unfilled for now.
 - b. Repaint library sign with proceeds from March 10th Bake Sale -\$275 raised (total is now \$841 and the painting estimate is \$888)
8. New Business & Other Business
 - a. Community Health Concern and Pandemic Policy
9. Adjournment

Next meeting ~ May 19, 2020; 6 p.m. at the Library.