

Sanbornton Public Library Board of Trustees

Agenda for May 19, 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 May 19 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, May 18** 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 spl3@metrocast.net.

1. Call to Order; appointment of Alternates
2. Secretary's Report
 - Previous minutes April 21, 2020*
3. Treasurer's Report
 - a. CD rollover
 - b. Trustees' dues to NHLTA, including alternates \$210.
4. Building Report
 - a. Annuals added to border garden by Trustee Carol Raymond.
 - b. Carpets were cleaned on Saturday, May 9th
5. Director's Report
 - a. Pandemic closure: May 12th I update website to include offering curbside pickup of books, movies and magazines. Cautiously increasing access to services, while watching local public health reports. Staff wear masks, wash hands and use hand sanitizer, and stay at least 6 feet apart. Shared the draft of *Safety Procedures 5/6/2020* with staff prior to their return to working in the building. I picked up disposable masks from NH Emergency Management in Tamworth DMV on May 7th.
 - b. I continue to remove tables, chairs, and toys to allow for social distancing when it is safe to have patrons in the building again. The sneeze guard for the circulation desk has arrived. We will need more disinfecting wipes and hand sanitizer to move forward.
 - c. Materials returned to the book return are sanitized, checked in and then quarantined.
 - d. Staff are 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.
 - e. Renewed the phone contract with Consolidated Communications for 2 years (\$49/month)
6. Upcoming programs and events
 - a. Story walk is now in the field-a good choice of story for these unpredictable times.
 - b. June 4, 2020 at 7 p.m. SPL presents the NH Humanities program *Votes for Women* with Liz Tentarelli. This will be offered over our Zoom virtual sharing platform.
 - c. Continue to support access to ebooks, audiobooks, Ancestry, and EBSCO databases
 - d. All in-person programs postponed until it is safe to gather again.
7. Old Business
 - a. Design option C was selected for the sign and the down payment sent 4/8 to The Sign Shop.

8. New Business & Other Business

- a. Pandemic Interim Service Plan discussion
- b. Need to replace a laptop (2011). The programming coordinator selected a chromebook, for portability of file and apps. Requires a vote.
- c. Summer Reading Program will be a blend of crafts and virtual programs, to encourage reading over the summer. A possible reading incentive to include donation to food pantry.

9. Adjournment

Next meeting ~ June 16, 2020; 6 p.m. at the Library.