In attendance: Andrew Sharp, Charlotte Ramsay, Erik Waddell, Robin Glasser, Carolyn Singer, Anne Knight, Nancy Webb
Alternate: Martie Gooze
Observers/Guests: Susan Herhold
Library Staff: Sheryl Bass

1. Call to order
   a. Chairwoman Charlotte Ramsay called the meeting to order at 6:45 p.m.

2. Approval of meeting agenda
   a. Anne Knight made a motion to accept the agenda. Nancy Webb Seconded.
      i. All 7 Trustees voted yes.
      ii. Motion passed

3. Approval of minutes (6/10/2020)
   a. Anne Knight made a motion to accept the minutes. Nancy Webb seconded.
      i. All 7 Trustees voted Yes.
      ii. Motion passed

4. Public Comments/Public Correspondence
   a. Phone call 1: Resident across the street from library called with questions about the library’s property boundaries. Sheryl referred her to Town Planner Michael Berendt’s Office.
   b. Phone call 2: Man called with very specific questions about how the library will be protecting patrons from infection once students return.
   c. Letter from young patron saying, ‘Thank you for giving us books. We love you.”

5. Friends’ Report – Susan Herhold
   a. Last two meetings cancelled.
   b. Talking about membership drive.
   c. Zoom meeting for membership
d. Stan Reczek has announced he can no longer be secretary. Beth Newkirk will act as secretary until a replacement can be found. She will be treasurer and acting secretary.

6. Treasurer’s Report for June 2020 – Anne Knight
   a. See printed report
   b. Anne, Sheryl, Charlotte and Robin met to discuss how best to track expenses and how to deal with money in the Restricted General Fund.
   c. Recommendation re tracking spending: Most invoices will be paid by the Town.
      i. However, all expenses related to the Annual Appeal will be paid directly by the Trustees, as will purchases made with special donations (such as gifts in memory of a deceased person).
      ii. The Director and Board Treasurer shall have the authority to jointly decide whether a particular expense will be paid by the Trustees or by the Town.
   d. Robin Glasser made a motion to allow the Board Treasurer and Library Director to have the authority to jointly decide whether a particular expense will be paid for by the Library or by the town.
      i. All 7 Trustees voted yes.
      ii. Motion Passed.
   e. Nancy Webb made a motion to accept the Treasurer’s report. Carolyn Singer seconded.
      i. All 7 Trustees voted Yes.
      ii. Motion passed.

7. Director’s Report
   a. How Phase II of re-opening is going
      i. Going well. Most mask-less patrons have accepted masks when asked.
      ii. Patrons getting used to traffic pattern. Most patrons are respectful of new rules.
   b. Kanopy and Hoopla subscriptions – usage levels
      i. Slow increase. Hoopla: 98 patrons have registered
      ii. Kanopy: 16 users; a few power users
   c. Website traffic has increased 36% since May
      i. Reaching 200-300 families each day by social media.
   d. 270 adults and 130 children participating in Summer Reading Program
      i. Virtual programs have been well attended
   e. Quarterly review of 2020 budget and tracking expenditures
      i. 49.8% of town allocation has been spent
   f. Staff are all healthy
   g. Hiring of Technology Assistant – progress report
      i. Posting ends 7/30/2020
      ii. One highly qualified applicant so far. One highly qualified applicant expected soon. Director expects at least a couple more applications as deadline approaches.
8. Report from Technology Committee – Erik Waddell, Anne Knight, and Library Director Sheryl Bass
   a. Director was tasked to find install dates for self-checkout machine and patron computers
   b. Need to develop a full inventory of equipment library owns
   c. Discussed adding tablets in children’s area (instead of computers)
      i. Library Director tasked with discussing this with Children’s Librarian
   d. Need to replace projectors, especially Oyster River Room

9. Approval of planting redbud tree on the Library grounds in honor of Bill Schoonmaker as per his family’s request
   a. Carolyn Singer made a motion to approve the planting of a redbud tree in honor of Bill Schoonmaker. Andrew Sharp seconded.
      i. All voted yes.
      ii. Motion passed.
   b. Discussion of ways we might use donations given in Bill’s memory.
      i. Sheryl suggested having a small business resource center.

10. Discussion on how to handle the collection of monies owed for lost Library items.
   a. The trustees agreed that the library director should look into allowing patrons to use credit cards to pay for lost materials.
   b. Trustees recommended that the library director develop a regular process for informing patrons of lost items and requesting reimbursement. Library Director will develop a policy for Trustees to approve.
   c. Trustee Robin Glasser encouraged the director not to use a collection agency until a process had been put in place.
   d.

11. Non-Public Session per RSA 91-A:3, II(a) if needed (to discuss Director evaluation)
   a. Not needed.
   b. Carolyn Singer made a motion to approve the 6-month evaluation as written. Robyn Glasser seconded.
   c. All voted yes.
   d. Motion passed.

14. Library Director asked Trustees to start thinking about what Step 2 of re-opening looks like.

15. ADJOURNMENT
   a. Carolyn Singer made a motion to adjourn. Erik Waddell seconded.
      i. All voted yes.
      ii. Motion passed.
      iii. Meeting adjourned at 8:32 p.m.
Next Board Meetings:

Wednesday, August 12, 2020

Wednesday, September 9, 2020

Respectfully submitted by Andrew Sharp