



Sandown Public Library Trustees Meeting

Agenda for December 10, 2020

7:00 p.m.

Remote Meeting

Sandown Public Library

This is a special meeting of the Board of Library Trustees which will be meeting electronically pursuant to the Governor's Continuing Emergency Orders. Please note there is no physical location.

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate this meeting using the following website address:

Sandown Library is inviting you to a scheduled Zoom meeting.

Topic: Sandown Library Trustees December 10th

Time: Dec 10, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87513718038?pwd=VWNvR2pPM0E3djFkeiI3U1RzOC8zZz09>

Meeting ID: 875 1371 8038

Passcode: 566359

Dial by your location

+1 646 558 8656 US (New York)

If anyone encounters a problem connecting to the meeting, please email director@sandownlibrary.us

Call to Order Diana True called the meeting to order at 7:03.

Reading of special virtual meeting protocol

Attendance – Roll call Diana True, Carol Busby, Caroline Morse, Tina Owens, Carol Fournier, Director Adam Shlager, Selectman Liaison Bob Nickerson

Pledge of Allegiance

Correspondence – None

Finance Report

- P&L Budget vs. Actual Spreadsheet - The budget was very recently reviewed with the bookkeeper. There is approximately \$35,000 left in the account; removing monies already committed leaves approx \$20,000. ALA Grant - The Director has little information on the grant. Library received \$4,000 but there is no reporting requirement for this. Money will be spent to relocate the wireless access point and to replace library laptops. \$1,480 previously allocated for hardware will be added back to the budget.
- Assabet system is going to be used to check out museum passes as well as to keep a calendar for library programs. This will replace Event Keeper for sign-ups.
- Since the library's anti-virus software is expiring, the Director is changing over to a different software, detailed in the Director's Report.
- Rug for basement will be added to diminish echoing and help with the cold. Rug was removed after flooding. Budget for rug is detailed in Director's Report.
- One book camera has been purchased and a second one will be added. A Patron Charging Station will also be added.
- Bob Nickerson was asked about returning funds to the town if we are able. Trustees are also discussing changes to the outside sign and replacement of the basement door (which is the responsibility of the town).

Bob Nickerson is going to put the library director in touch with someone else who may be able to help with the sign.

- Library has recently added over \$800 in books to the collection. Tina Owens made a motion to spend \$1,050 for two computers, seconded by Carol Fournier. Motion passed unanimously
- Trustee Owens motioned to approve reimbursement for Director's desktop \$534; Carol Busby seconded. Motion passed unanimously.
- Trustee Owens motioned to approve that the director spend no less than \$1,200 for a new laptop; Carol Busby seconded. Motion passed unanimously.
- Trustee Owens motioned to approve expenditure of \$1,950 for Assabet Calendar and Pass software; Carol Busby seconded. Motion passed unanimously.
- Trustee Owens motioned to approve expenditure of \$1,000 to replace the rug in the basement. Carol Busby seconded. Motion passed unanimously.
- Trustee Owens motioned to approve the director spending \$500 for a Patron Charging Station. Carol Busby seconded. Motion passed unanimously.
- The two monitors and the book camera are below the threshold needed for approval.
- Paul Densen Trust Fund Update: None

- **Approval of Minutes**

- October 8, 2020 - Carol Fournier motioned to approve minutes as amended. Diana True seconded. Motion passed unanimously.
- November 12, 2020 - Carol Busby motioned to approve minutes as amended. Carol Fournier seconded. Motion passed unanimously.

Director's Report – attached separately.

- Program attendance - in-person programming is being curtailed. Guidelines for secondary & tertiary exposure have been adjusted per CDC guidance. The library will be open as long as there are enough staff members available.
- Trustee search continues, detailed in the Director's Report.
- Deficiencies identified in State inspection have been corrected.
- Director was supposed to have a 90 day review, and he has been working for more than 5 months. The trustees will complete the review before the next meeting.
- Director Shlager will be putting together information for seminars for the New Hampshire Library Directors. He might like to start doing such presentations for other groups.

Friends of the Library Report

- Meetings postponed indefinitely

Old Business - None

New Business -

2021 Holiday schedule: the Library's policy is to look at the standard set of holidays. If a holiday falls on a library day, the library director will suggest rescheduling dates.

Next scheduled meeting: January 14, at 7:00 pm

Carol Busby motioned to adjourn the meeting at 8:46pm; Carol Fournier seconded. Motion passed unanimously.

Respectfully submitted

Caroline Morse, Secretary