



Sandown Public Library Trustees Meeting

April 9, 2020

Sandown Public Library Trustee Meeting Minutes -APPROVED

This is a regularly scheduled meeting of the Board of Library Trustees and they will be meeting electronically pursuant to the Governor's Emergency Order #12. Please note there is no physical location. We are utilizing UberConference 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 or phone number:

<https://www.uberconference.com/townofsandown>

978-234-4771 (No PIN needed.)

If anyone has a problem, please email at director@sandownlibrary.us

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Call to Order

The meeting was called to order at 6:04pm.

Attendance

In attendance for this electronic meeting: Carol Busby, Vice Chair; Diana True, Chair; Tina Owens – Treasurer; Carol Fournier, Trustee; Tina Owens, Treasurer; Deb Hoadley, Library Director; Cathy Hassard, Asst Library Director
Selectmen's Liaison: Bob Nickerson

In Absentia due to technical difficulties: Caroline Morse, Secretary

The Trustees welcomed our new Selectmen's Liaison Bob Nickerson.

Pledge of Allegiance - Trustee Busby led the attendees in the Pledge of Allegiance.

Correspondence – none

Finance Report

- P&L Budget vs. Actual Spreadsheet – Director Hoadley submitted the P&L as prepared by the Bookkeeper; discussion ensued.
- Edward Jones update: Treasurer Owens updated the board that the Paul Denson combined CD's now total \$112, 206.35. Owens further reported our Edward Jones Rep, Chris Adams, combined the former Money Market (\$11,493.13) account with the former Wells Fargo CD that matured (\$50,105.72) into one 6 month CD from Harris Bank at the rate of 1.2%. This is not exactly what Owens requested Adams do but he explained that only a 6-month CD was available at this rate and he stated better to combine the amounts. Adams did confirm the library can withdraw \$1000 increments from this CD before it matures with no fees; all we lose is the interest.
- Undesignated donation: There were no donations for approval.
- Appropriation check for 2nd Quarter was received by the Town's Finance Director and deposited on 4/6/2020. The check amount was adjusted with the approval of the 2020 budget.

Approval of Minutes

- March 16, 2020 Special COVID -19 Meeting Minutes: these are not yet ready so approval is tabled until May 2020 Trustees meeting.
- March 19, 2020 regular monthly Trustee business meeting minutes were presented, reviewed and edited. Trustee Busby motioned to approve the minutes as corrected, Trustee Fournier seconded and through roll call vote all members voted to approve unanimously
- March 19, 2020 non-public minutes – approval tabled until May 2020 Trustees meeting.

- March 26, 2020 Special Meeting to Paul Densen Fund: The minutes were presented, reviewed and edited. Trustee Owens motioned to approve the minutes as corrected, Trustee Fournier seconded and through roll call vote all members voted to approve unanimously.

News & Views of the Director

- Statistics

The Director presented statistics for March 2020 with the important notation that our citizens were no longer permitted to enter the physical library as of March 12, 2020 due to COVID-19 safety recommendations.

The Director also shared the following update from the NH State Library :

All libraries in the State of NH have been asked by the NH State Library to list our programs accordingly:

*Physical Programming - Count physical programs for the months that they were available as normal.

*Virtual Programs - Count each instance of a live-streamed virtual program as one (1) virtual program. Count the audience while the program is live as attendees of the virtual program. Again, these numbers only apply to live-streamed programs via online meeting applications such as Zoom, Facetime, or Jitsi.

*Downloadable Programs - If a recording of a program to YouTube, Facebook, etc., is posted as one (1) downloadable program and include the views for that video in downloadable program views.

Director Hoadley confirmed that staff member Sue Kehoe has already created these categories in order to reflect the new statistics for the May Trustees meeting. Staff Member Kehoe confirmed the virtual scheduled events will go into the Library's Event Keeper Program Calendar. Kehoe will then pull the stats from the calendar and have them ready for the Trustees review in May.

- Programs & Announcements

Director Hoadley submitted her monthly report; discussion ensued.

- Director's Report – attached separately

- Director Hoadley reported the staff is recording a daily activity log of all their activities and submitting that to the Director. There are weekly staff meetings on Mondays. Virtual programming for Story Hours and daily activities are presented on the Library's Facebook Page. The Director will announce on our website the launch of Canopy for streaming videos and she has increased the number of monthly Hoopla downloads.
- Director Hoadley also reported the staff is anxious to re-enter the library to continue projects started from work at home and plan and begin new projects especially in preparation for our busy season – Summer Reading Program. Discussion ensued and it was decided the staff can re-enter the library but under the following guidelines: only 1 staff member in the library at a time; no more than 4 hour increments and the staff must rotate who will be in the library and when. There will be no answering the phone, answering the door or engaging with the public.
- Presently, the library remains closed on Saturday and no staff is being paid for that day.
- The Custodian is also not being paid unless requested to enter the library for cleaning.
- The State Library of NH is advising all public libraries plan for a “soft opening” by May 4, 2020. This could get delayed but, for now, that is the plan.

Library Director's Departure

Director Hoadley has delayed her final day until early May, likely the week of May 4, 2020. She has continued to work a normal 40 hour week.

Friends of the Library Report

- Next meeting TBD

Old Business

- COVID-19 Update

Selectmen Nickerson reported that the Board of Selectmen (BOS) are getting calls and notices from citizens requesting delay on paying property tax bills. The BOS will be meeting on Monday April 13th to review what should be the plan for budget trimming, if any. Trustee Owens requested the Library Trustees be told how the BOS plans to have all departments share in any possible cost saving measures. Trustee True noted the

Library's budget was approved and money cannot be removed from our Budget per RSA's but the Trustees will work with the BOS as would be expected of all Town Departments.

- **Library Director Search**

Trustee Owens reported our top three (3) candidates have all been notified that we have placed our search on hold until we can better assess how best to video interview or, ideally, schedule in-person interviews. Owens will continue to stay in-touch with the candidates.

New Business

- **RSA Chapter 2020A regarding Library Operations**

Trustee True shared these with Selectmen Nickerson and offered to answer any questions.

Next scheduled meeting May 14 at 6:00 pm

Adjournment

Trustee Busby motioned to adjourn at 6:45pm; Trustee Fournier seconded and through roll call the members agreed unanimously.

Respectfully Submitted,

Tina Owens, Treasurer
Sandown Public Library Trustees