



*Sandown Public Library Trustees*  
**Minutes for July 9, 2020, 7:00 p.m.**  
Remote Meeting  
**Sandown Public Library**

**Due to Covid-19, this was a virtual meeting using Zoom.**

**Call to Order at 7 pm.**

**Reading of special virtual meeting protocol**

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

**Pledge of Allegiance**

**Correspondence – none**

**Finance Report**

- P&L Budget vs. Actual Spreadsheet - By the end of May the Densen Fund was at \$112,704.
- CARES Grant has been deposited in the amount of \$6,000.00. Expenditures to date of \$1,262.54. Cathy Hassard has a spreadsheet tracking spending from the CARES Grant. The goal of the grant is to support anything that goes toward enhancing programming, not just summer programming.
- Paul Densen Trust Fund Update: Treasurer Owens says that the fund sits currently at \$112,559.75 The Trustees discussed moving the \$592 currently languishing in an account. Tina Owens will find out what Chris Adams at Edward Jones has to say.
- And undesignated donation has been made to the Library. Carol Busby motioned to accept the undesignated donation; Carol Fournier seconded. Motion passed unanimously.

**Approval of June Emergency Session Minutes - tabled until next meeting**

**Director's Report** Director Shlager has proposed installing a sink in the staff bathroom himself, and reallocating the money for sink installation to the door to the parking lot. The proposed Girl Scout "Gold Award" project to replace outdoor library sign will be planned with an eye toward potentially adding an electronic sign in the future (sturdy posts, possibility to add wiring for an electronic sign in the future). Will reach out next week for more details.

Appointments for patrons visiting the library are being set up by phone, and walked through the process on the phone before their visit.

Met with Steve Jussif, the Library's IT provider. Spoke with him about the WiFi. Goal is to move access point outside near Cathy's desk. Cathy's computer will have a direct connection; director's computer will be hard-wired as well. Everywhere that a staff computer can be hard-wired, it will be done to remove that traffic from the WiFi.

Director proposed and discussed moving and reconfiguring the front desk and other table/shelving units.

Director plans to do a technology plan to detail future replacements and upgrades.

Staff are eager to move forward with programming ideas. Outdoor ideas are being considered in addition to indoor ideas if group size can be kept to an acceptable socially distanced level.

It appears that both library pages are leaving. In the past the library had staggered hires so that both pages were not leaving at the same time. Might be willing to hire new page with enough time to train before the current pages leave.

Summer reading program - number of registrants unknown at this point.

There are some potentially valuable books in the director's office which may be worth something if brokered. Director Adam has a contact who does that as a business. It becomes an extension of the Friends of the Library book sale, so the money comes in to the Friends of the Library.

## **Friends of the Library Report**

- Next meeting TBD. They are holding off on meeting until they can meet in person.

## **Old Business**

- Library is fully engaged in Phase 4. Two weeks into the process there have been no issues. Appointments for Library/computer access are taken by phone which allows staff evaluation of patron needs, i.e., will children be present, elderly, special needs, computer access, etc., and the phone is more patron friendly. Thus far the Library is averaging 10 visitors per day.
- COVID-19 Update – The Governor has lifted quarantine measures for visitors from other New England states. Anecdotally, northbound traffic is increasing. By most measures, New Hampshire has managed to maintain a plateau/decrease in daily case rate while most states outside of New England have been less successful.

## **New Business**

- NH Humanities CARES Act Grant - \$6,000.00 - grant was given to help with library expenses related to COVID - additional performers, additional resources.
- A woman came by with her 9 year old son for outdoor pickup of materials; he was sitting on the railing, flipped off and bumped his head. Ambulance & police were called; he had a skull fracture and concussion. The town is aware of the accident.

**Next scheduled meeting: August 13, at 7:00 pm**

**Motion to adjourn: Carol Busby; seconded by Carol Fournier; motion carried unanimously.**

**Meeting adjourned at 8:40 pm**

**Respectfully submitted**

**Caroline Morse**

**Secretary**