



Sandown Public Library Trustees Meeting

May 14, 2020 7:30 p.m.

Minutes

Due to Covid-19, this will be a virtual meeting using Zoom. To join the meeting, please use the following log-in instructions: Join Zoom Meeting

<https://us02web.zoom.us/j/82636908178?pwd=TzdVN29pNm9pR280RUgrWHJQa3lMQT09>

Meeting ID: 826 3690 8178

Password: 425965

Dial by your location

+1 646 558 8656 US (New York)

Call to Order - meeting called to order at 7:30 p.m.

Attendance – Roll Call - Director Deb Hoadley, Diana True, Assistant Director Cathy Hassard, Tina Owen, Carol Busby, Carol Fournier, Selectman Liaison Bob Nickerson

Pledge of Allegiance

Correspondence – none

Finance Report

- P&L Budget vs. Actual Spreadsheet - spent a lot on electronic books; application software expenditures that were unexpected at this time (Windows license, reservation system, etc.).
- Paul Densen trust fund update: Treasurer - Previous report was at the end of March, beginning of April - \$112,206.35. When first CD came due, it was decided to reinvest CDs. Recent update reports current value at \$112,632.55. There was a dividend on the MMA of \$598.00
- Undesignated donation: No undesignated donations

Approval of Minutes

- March 16, 2020 – Emergency COVID-19 Meeting - Motion to accept the minutes as amended - Carol Fournier, seconded by Carol Busby. Agreed by Diana True, Tina Owens, Carol Fournier, Carol Busby, and Caroline Morse.
- March 16, 2020 - Non-public Minutes - Motion to accept the minutes as corrected - Tina Owens, seconded by Carol Fournier. Agreed by Diana True, Tina Owens, Carol Fournier, Carol Busby, and Caroline Morse.
- April 9, 2020 - Motion to accept the minutes as corrected - Carol Busby, seconded by Carol Fournier. Agreed by Diana True, Tina Owens, Carol Fournier, Carol Busby, and Caroline Morse.
- April 30, 2020 – Emergency COVID-19 Meeting - Motion to accept the minutes as corrected - Carol Busby, seconded by Carol Fournier. Agreed by Diana True, Tina Owens, Carol Fournier, Carol Busby, and Caroline Morse.
- April 30, 2020 – Non-public minutes - Motion to accept the minutes as corrected - Carol Busby, seconded by Carol Fournier. Agreed by Diana True, Tina Owens, Carol Fournier, Carol Busby, and Caroline Morse.

News & Views of the Director

- Statistics - Kanopy and other online resources are being utilized. Staff has been checking books out. The State Library has asked for a breakdown of virtual and downloadable programs. Total programs - 1465. Over 1000 people in the month of April viewed or logged into Facebook Live, a YouTube video or a Zoom meeting with the library.
- Programs & Announcements - The library will be having a virtual summer reading program. One is an online incentive program. The incentive prizes are coupons for Triple Elm ice cream. There are also

incentive prizes based on age groups. The activity based program has two prongs; children ages 2-10 will have three 3-week sessions. Starting June 8, any parent or caregiver signing up for the first session will get a make-and-take package. June 8, 15, and 22nd will be included in the first session. No limit on the number of sign-ups.

- Director's Report – attached separately.
- Building - Culligan came out to prime the water pump and found it needed other repairs. Carol Busby motions to approve the director spend no more than \$1,209 to contact Culligan to replace filters, rebuild feeder pump, replace flow switch, and prime pump. Carol Fournier seconded, agreed by Diana True, Carol Busby, Tina Owens, Carol Fournier, Caroline Morse.
- The rear exit door needs to be replaced. Director Hoadley is going to contact Lynne about the door.
- All materials are now not due until June 1st.
- Next week will start with all staff in the building, open up the book drop and let people know to bring things back, knowing that nobody is going to be assessed fines.
- COVID purchases of \$1,215 will be submitted to the town. Town has been allocated \$152,000 for COVID expenses.
- NH Humanities grant (CARES Act funding) is allowing libraries to apply for grants to help with summer reading, PPE, and technology. Tricia Thomas has put together a grant for this including additional supplies, postage for mailing, technology, summer programs, Chromebooks, and other digital resources.

Friends of the Library Report

- Next meeting TBD. The meeting was supposed to be the end of May. Once summer program details are solidified, a Zoom meeting may be held with the Friends of the Library. They will be donating coupons for ice cream.

Old Business

- COVID-19 Update - The library now has a 6-phase program for reopening instead of the previous 5-phase program. The selectmen have asked all public departments to create a phased opening plan for their buildings. The selectmen are meeting on the 20th to review plans. Materials coming back have to be quarantined for 72 hours. Governor Sununu has issued guidelines for workplaces to evaluate employees. Staff members will be asked questions coming in but how long data will be maintained has yet to be determined. Opening to patrons will initially be by appointment, and temperature will be taken, mask will be required, and questions may be asked. Masks will be kept in the lobby for patrons who do not have their own mask. All but 2 staff members are returning next week, at almost full schedule. 3 people will be on every day from 9 to 6 except Tuesday at this point, and that is a 4 hour shift with 2 people.
- Library Director Search - need to reach out to candidates and see who is still interested. Initial candidates will be contacted prior to reposting the position. Annual Zoom account will be purchased for library use.

New Business - none.

Next meeting May 28 at 7:00 pm (special meeting for COVID-19 update)

Next scheduled meeting: June 11 at 7:00 p.m.

Adjournment - Carol Busby motioned to adjourn at 9:20 p.m. Seconded by Carol Fournier. Approved by Diana True, Tina Owens, Carol Busby, Carol Fournier, Caroline Morse

Respectfully submitted

Caroline Morse, Sandown Library Trustee, Secretary