

Ashland Town Library
Minutes of Library Trustees Meeting
June 10, 2020

Trustees Present: David Ruell, Mardean Badger

Trustees Absent: Alice Staples

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 1:04 pm, via a virtual Zoom meeting.

APPROVAL OF MINUTES

- Approval of minutes was postponed to the next meeting.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - There has been very little financial action since our last meeting three weeks ago. We have purchased supplies and received an anonymous donation for our building fund. No new monthly bills were received.

DIRECTOR'S REPORT

- The NH State Library is applying for a CARES Act grant through IMLS. As part of the nation's response to the pandemic, the grant is intended to assist with "preserving jobs, staff training and development, addressing the digital divide, planning for reopening, and providing technical support and capacity building for digital inclusion and engagement, prioritizing our highest-need communities."
 - The State Library will keep local libraries informed as to the progress of the grant and benefits for local libraries. We might be interested in internet speed and access, technology equipment for patron loans, etc.

RE-OPENING DISCUSSION

- We are buying supplies for our reopening procedures through our Supply account, including such items as paper bags for pick-up service, plastic bins for materials quarantine, disposable sanitizing wipes, gloves, etc. Sanitizing sprays, masks and gloves are still difficult to find.
- Staff members will supply their own masks while the library is closed. Once we open, we will need a supply of masks for patrons who do not have their own.
- Sara is organizing the work schedule and work areas to provide safe working conditions. The pick-up times for the public will be on Tuesday and Thursdays, from 2 to 5 pm. Two staff people will be working at a time, in separate work areas. Staff will be scheduled for other hours during the week to perform other tasks, such as ordering new materials.
- We discussed how to reach patrons who do not have computer access or skills – for instance, a person who does not have a computer to browse the online catalog and/or would typically just browse the library shelves for reading material. Sara explained that the typical face-to-face discussion with the patron is easily replaced with a conversation over the phone – preferred authors, genres, specific titles, etc. We also suggested

distributing or posting one-page flyers announcing our new pick-up service with contact phone number and hours.

- We also discussed communicating with the Scribner Trustees about our sanitizing methods and work procedures.
- **A motion was made (Ruell) and seconded (Badger) to approve the pick-up service plan beginning June 16. The motion was approved 2-0.**
- Further discussion will be needed as we approach a next step toward re-opening. Issues may include mask wearing by patrons, scheduled appointments, physical distancing, space considerations, etc.
- Sara is exploring creating craft kits for children, to take the place of summer activities that will not be possible this summer.

SCRIBNER TRUSTEE MEETING, JUNE 8

- Sara summarized some of the items that were discussed by the Scribner Trustees (the recording of the meeting is available on the town website):
 - Building inspection report and life safety report
 - Quotes/costs for sprinkler for stairway, tree removal and roof repair
 - Question about limit on number of people upstairs if the sprinkler system is installed on the stairway
 - Hesitance to spend money without comprehensive plan for the building
 - Creation of a long-range plan for the building
 - Library Trustees – what are their plans for usage of the building and their capital reserve funds?
- We need to discuss what our future needs are and how best to use our capital reserve funds to meet those needs, especially in relation to the current building and lot. The current building, even if it were completely repaired, is not large enough on its own to meet our needs. Our primary goal is to provide the best possible facility to meet library program needs and future growth.

OTHER BUSINESS

- After discussing a request for a person to use the Library phone for a meeting teleconference, we decided not to allow outside people or groups to use the building at this time.

NEXT MEETING

- **June 24 (Wednesday), daytime meeting – tentative date for next meeting (to be confirmed)**

The meeting was adjourned at 2:03 pm.

Minutes submitted by Mardean Badger