

**Ashland Town Library
Minutes of Library Trustees Meeting
April 16, 2020**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 2:03pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Badger) to approve the minutes of March 26, 2020. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- While the library has been closed, Sara and the staff have been assisting patrons with Overdrive (downloadable audio and ebooks) and signing up patrons for new accounts. Overdrive checkouts from March 14 to April 14 were 141, which is a 282% increase over the previous month of 50 checkouts.
- We have suspended Joyce Janitorial cleaning for the month of April and will contact them when we wish to resume cleaning.
- The supply line for books has been suspended. Publishers, printers and distribution centers are closed.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - While the library is closed, we agreed that we could temporarily suspend our internal practice of multiple signatures for such items as manifests. We will resume such procedures and sign the items when we re-open.
- **A motion was made (Badger) and seconded (Staples) to approve the 2020 appropriation schedule (town distribution of 2020 appropriation to the Library Trustees) and to submit the schedule to the Board of Selectmen. The motion passed unanimously, 3-0.**
- **A motion was made (Ruell) and seconded (Staples) to approve the payment of employees during the shutdown, at a rate of 75% of each employee's normal work schedule, with the exception of one employee who will receive his regular 3-hours-weekly pay. The motion was approved unanimously, 3-0.**

NEW BUSINESS

- We discussed at length the COVID-19 coronavirus, Governor Sununu's emergency stay-at-home order and various recommended practices to reduce everyone's exposure to the virus – e.g., minimizing person-to-person contact, sanitizing items that are handled by people (door knobs, mail, pens, etc.), reducing or eliminating use of the building. We agreed that use of the building would be discouraged until the stay-at-home order is lifted. Sara will communicate with staff, Scribner/Town Trustees, and the public regarding procedures, timeline, etc.

The meeting was adjourned at 2:25pm.

Minutes submitted by Mardean Badger