

**Ashland Town Library  
Minutes of Library Trustees Meeting  
May 20, 2020**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger  
Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 1:05 by Chair Alice Staples. The meeting was conducted via Zoom video and telephone conference, due to the Governor's emergency stay-at-home order during the COVID-19 pandemic.

**APPROVAL OF MINUTES**

- Approval of the April 16, 2020, minutes was tabled to the next meeting.

**DIRECTOR'S REPORT**

- The NHLA is working on an electronic platform for the summer reading program.
- Tomorrow, the Reopening NH Libraries Task Force will be releasing its Best Practices Document.
- There have been 114 downloadable checkouts since the last meeting.
- Sara will be exploring a variety of ways to expand the library's outreach, e.g., loan of laptops or tablets, Wi-Fi hotspots, streaming content and other online services.

**TREASURER'S REPORT**

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
  - Expenses included audios, magazine subscriptions, books, telephone (2 payments), water, electricity, stamps, Follett catalog (\$757), NHLTA membership. Income included a portion of our town appropriation (\$5236).
  - The most recent water bill (\$145.50) was considerably higher than normal. The usage was approximately 1,000 cubic feet, in comparison to our typical 100 cubic feet per month. The Ashland Water Department has checked the meter, which seemed to be running fine, but they will check it again soon. We will continue to search out the issue.

**OLD BUSINESS**

- Two items of Old Business were tabled to another meeting – description of library income from other sources and policy updates.

**NEW BUSINESS**

- **Re-Opening the Library** – We discussed Sara's draft of some proposals for gradually increasing services for patrons, through a phased approach. Due to limited "social distancing" space in the library, we will likely restrict patrons from coming into the library for some time.
  - Tomorrow, the Reopening NH Libraries Task Force will be releasing its Best Practices Document. This will provide us with guidance on how and when to re-open the library, how to provide services safely, etc.

- Sara said the staff is on board to come back to work, provided a safe work environment is provided.
- Procedures have to be developed for safe handling of returned materials. Materials have to be quarantined for a specified length of time (e.g., putting materials in plastic bins for 72 hours). Spreading out the time for material returns will be explored.
- A procedure will be developed for filling patron requests for materials, including pick-up of materials from the back porch, specific times for pick-up, notification procedure, etc.
- Staff work space will need to be reconfigured to provide “social distancing” and to curtail the sharing of desk items. One staff member can work at the circulation desk and a second work space might be set up at the back table in the reference room.
- Sneeze guards or Plexiglas shields will be investigated for the work spaces. A few sources have been found for free-standing shields, but other sources will be located. We should also investigate how this will be dealt with in the Town and Utilities offices.
- Supplies that will be needed include masks, gloves, soap, hand sanitizer, surface sanitizers. Masks may be available through NH DHHS, but other items will have to be purchased.
- Joyce Janitorial has resumed its weekly cleaning.
- Other on-line, streaming or electronic service will be explored. Two options that were mentioned are Hoopla (TV and movie streaming services) and Acorn TV (British TV). Both services have a yearly subscription charge plus a per item download fee. They also have differing methods to limit the number of downloads, by time period or by card. Additional research will be done and other services will be reviewed.
- As we change or add to our patron services, we need to do more public relations to inform the public and promote our services.
- **Building and Grounds Issues**
  - We reviewed a compiled list of various issues with the building and grounds, and prioritized those issues which have a more direct impact on how we provide services for our patrons.
  - We will discuss these issues at a joint meeting with the new Scribner Trustees, May 25, at 5:30pm, via Zoom video and telephone conference.
  - The Ashland Building Inspectors (Gary Gauthier and Celia Otero), accompanied by two Selectboard members, recently toured the building for an evaluation of the structure. We do not know when we will receive their report.

## **NEXT MEETING**

- **Library Trustees – June 10, 2020, at 1:00pm, via Zoom.**

The meeting was adjourned at 2:33 pm.

*Minutes submitted by Mardean Badger*