

Library Trustees Meeting Minutes

Wednesday, May 13, 2020, 4:29 pm

Attendance and Additions to Agenda

Members Present: Jim Fowler, Maureen Spilsbury, Judi Baraly, Becky Bailey, Anne Williams, Shannon Glidden, Jen Haynes (Director)

Absent: Marie Weller

Additions: Edward Jones Rep will be here for June Meeting.

A. Minutes, March 2020

Minutes from the regular meeting in January were reviewed. Judi motioned to approve. Anne Second. Motion Passed.

B. Standing Reports:

1. Treasurer's Report:

- Children's Room and After School Program money transferred back as we cannot use that for those items this year. It will be held there until next year when we put line items in the budget for those items.
- Debit Card Account – some money used for subscriptions. It will go back in. This account will stay with the amount of \$500
- Maureen will see if bank can give all account statements at the same time rather than some at the beginning of the month and some at the end of the month to better capture the monies in each account.
- Shannon motioned to approve Feb, March, and April treasurer's report. Judi seconded. Motion passed.

2. Director's Report

- Sandy & Jen working rotating schedule
- Jen doing weekly story hour on Facebook
- Offering Library card to Charlestown Residents – not requiring proof of residency right now so that new patrons can use the online books. Once reopen, patrons will need to do this again.
- Wifi not satisfactory. Going to require some kind of booster. Town is looking into grants, which may cover library as well. A booster is approx. \$100 for now to boost internet access. This could be covered in a line item (supplies).
- Working on summer reading program items – thinking these might be mailed out this summer.

C. Old Business:

1. Building Needs – Garden

- Going to try to dig the drainage around the building 8 ft. down (Mortar man unsure about how that will impact the building) He will add support as they dig.
- Judi moved some items from the garden to the back. Thinks some bulbs should also be moved. Jim's wife (Garden Club) took some bulbs and moved them across the street.
- Garden club splitting some Hostas to sell

2. By-laws subcommittee update

- Have not met. Only one item was needing to be changed. The wording on the term limits.

3. Library policies and Employee Handbook Review

- Committee was to review and come back with any changes. None at this time.

D. New Business:

1. Reopen – when – procedure

- Possible first step – curbside pickup. Patrons could call or email ahead of time with request (probable limit of number of books). Library Staff will fulfil orders and put in bags to be picked up by patron in entry way.
- If do this – flow and flexibility to it. Adjustments can be made either way if working/not working
- Jim suggested that other staff not be called in until we see how many patrons will be getting doing service this way. Jen explained that there is plenty of stuff for staff to do – especially if Summer Program is going to be remote.
- Will begin curbside and see how it goes. Sandy & Jen will begin on Monday and we will go from there.
- Maybe announce on digital Eagle Times and e-ticker as well as the library's website and Facebook page and the town's page.
- Old Home Day is cancelled but the Life of Fellowship church is still planning on running their event. Jen will let Jessica Dennis know about this.

a. Virtual Roundtable attended by Anne

- Anne presented information received from Virtual Roundtable

2. NHLTA dues – due in July

- Usually due in June, not until July now so we will wait until next month

3. Our Edward Jones Rep will be here in June

E. Adjournment: Motion to adjourn was made by Shannon, Maureen seconded. Motion Passed. The meeting adjourned at 5:28.

Next Business Meeting: Wednesday, June 10, 2020

Minutes Submitted by Becky Bailey