Silsby Free Public Library   Accepted 7/8/20

Library Trustees Meeting Minutes

Wednesday, June 10, 2020

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

A. Minutes, May 2020

Minutes from the regular meeting in May were reviewed. Maureen motioned to approve. Judi Seconded. Motion Passed.

B. Standing Reports:

1. Treasurer's Report:
- Not a lot of activity, nothing has changed with the investments
- Edward Jones Rep unable to attend (not participating in in-person meetings yet) – will attend another meeting
- Has not had chance yet to coordinate bank statements arrival time yet – will do now that bank lobby beginning to open back up
- Judy motioned to approve treasurer's report. Becky seconded. Motion passed.

2. Director's Report
- Curb-side pickup going well. 23 requests and 60 items since beginning the service
- FB story hours still happening during closure time
- Sandy is ordering new adult material and weeding out some of the old, outdated items
- Staff are working on putting together summer reading packets – not sure of pick up/return logistics yet but getting materials for projects ready
- Ice cream machine will provide gift certificates this year for an ice cream which will be put in final summer reading packet. Also have some books to give away as well
- KBA grant – virtual performance this year. Cindy G from Life Fellowship church wants to make this a screening outside of the library. She will be going to the Selectboard to request permission. Trustees will wait and see what they say.
- Waiting on grant to purchase new computers and iPads (probably wouldn't have until around September)
- Jen shared info from Comcast regarding upgrading the current free Wifi to a faster speed and extension. Jim will send info to Selecboard as they have been also looking into this.

- Next step for opening services – internet use for patrons by appointment only. Appointments will be for a specified time (1 hour), only 4 patrons in the building at once, sanitize hands when entering the building, and wear a mask during use. Staff will sanitize computer stations in between patrons. Jen will develop a policy for this and send it out to Trustees. Hoping to begin this July 1st if possible, with special hours.
- Jen will also develop a Privacy policy in the case that a patron positively tests for COVID – other patrons at the time would be notified by person would remain anonymous.
- If/when receive iPads – will need to create a policy for this as well

C. Old Business:
1. **Open Up Steps – see Director's Report**
2. **New Computers – see Director's Report**
3. **By Laws**
   - Becky will make the 2 changes (change in wording for chair term limits and delete 10 required monthly meetings) and will share with Trustees

D. New Business:
1. **Town Wide Yard Sale Day – Cancelled**
   - Will not hold the book sale this year as this does so well because of coinciding with the yard sale day
2. **July 14 – Annual Trustee Party for Library Employees**
   - With everything else being cancelled, we will not hold the annual party
   - This will be a meeting instead in the Community Room
   - Maureen will see if Edward Jones Rep can come to July meeting
3. **Garden**
   - Just released contract for drainage – the garden will be tore up
   - Garden will be going back in after but in a different place
   - Judi shared that many of the Irises and Hostas are in full bloom and hardy, could be dug up and moved somewhere else if there are people who are able to
4. **NHLTA**
   - Anne signed up for the virtual zoom meet for new and old trustees. Will take notes and bring to future meeting to share with Trustees
5. **LCHIP Grant**
   - Discovered some unsuspected things – looking into removing copper. Judi shared that if new costs arise – to bill for them as they are included in the grant
   - Visit will occur in mid/end of July

E. Adjournment: Motion to adjourn was made by Shannon, Anne seconded. Motion Passed. The meeting adjourned at 5:32.

Next Business Meeting: Wednesday, July 14, 2020   Minutes Submitted by Becky Bailey