

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 22, 2020 @ 3:00 PM
JOHN F. CHICK ROOM
MEETING HELD ELECTRONICALLY VIA ZOOM
APPROVED MINUTES

ATTENDING: Chair Cheryl Littlefield, Bruce Kennedy, Mary Holmes, John Filson, Karen Lord, Christina McAllister, Patti Rau, Linda Smith; Sloane Jarell, Library Director

CALL TO ORDER: Chair Cheryl Littlefield called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES

February 19, 2020 Regular Meeting: Motion by Karen Lord to approve the minutes of 2-19-2020, seconded by Bruce Kennedy. There was one correction. With this change, the minutes as amended were approved unanimously.

March 27, 2020 Zoom Meeting: Motion by Linda Smith to approve the minutes of 3-27-2020, seconded by Karen Lord. There were two corrections. With these changes the minutes as amended were approved unanimously.

REPORT OF THE TREASURER: Cheryl Littlefield noted that as expected, the market numbers were down. The Budget Drawdown was discussed. Library Director Sloane Jarell pointed out the work done by Lakeside Security for battery replacement, including labor costs. Patti Rau asked if books are still being ordered. Sloane said that Baker and Taylor have put a hold on all deliveries for now. She said she would like to make sure that shelves are full when the library reopens, including especially the popular new books, and she probably will put one more order through, but it's a waiting game. Christina McAllister had a question on the financial statements. This was discussed. Sloane said she would find out the answer and send an e-mail.

Motion by Patti Rau to accept the Treasurer's Report, seconded by Bruce Kennedy. The motion passed unanimously and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Sloane reviewed her written report to the board:

- The library was closed to the public on March 16, 2020 with continued curbside services. On March 28 the library was completely closed. This had a drastic effect on the statistics. Circulation was actually up because of panic that we were closing, but electronic books will be up next time. Sloane said TumbleBooks and Ancestry are now being offered free of charge, and this will affect the circulation statistics next time.
- Our emergency lighting was replaced in April, and as a result some minor painting and covering of holes will need to be done because the new lighting is more compact than what it replaced. The lighting replacement was arranged by the town.
- Sloane has been in almost every day and she noticed that there are almost always cars in the parking lot accessing the WiFi.

- Gordy attempted to meet with his kids' and teens' book groups via Zoom, but no one logged on. Sloane speculated that due to remote learning, kids are getting computer-fatigued. Sloane and Gordy are working on some craft projects and scavenger hunts for kids to do over spring break.
- Sloane, Cam, and Gordy continue to work from home, but Sloane will begin to schedule time for Cam and Gordy to come in to the library to get some assigned tasks done.

There was a discussion about ways of getting books to people, now that the weather is getting better.

FRIENDS OF THE LIBRARY: Programs are postponed for now.

ELECTIONS

Trustee and Alternates Appointed: Motion by John Filson to appoint Mary Holmes, Christina McAllister, and Peter Stevens as alternates, seconded by Karen Lord. The motion passed unanimously. Cheryl Littlefield said we will let the Town Clerk know that Mary, Christina, and Peter will continue as alternates.

Trustee Elections: Chair, Vice-Chair, Treasurer, Secretary: Chair, Cheryl Littlefield; Vice-Chair, Linda Smith; Treasurer, Angela Johnson; Secretary, John Filson. Motion by Karen Lord to accept the slate of officers, seconded by Christina McAllister. The motion passed unanimously.

OLD BUSINESS

NNHLC: Annual Meeting April 29 @ 5:45 PM via Zoom – Anything for our agenda? Sloane said she will need one trustee to attend. Cheryl Littlefield said she would join Sloane for the meeting.

NEW BUSINESS

Lectern – Bob Grazer and CJ Everson: Cheryl said the lectern looks great. Sloane said she put a picture of the lectern in the March newsletter. She said they did a really professional job and they were wonderful to work with. A letter of thanks will be sent.

Laptop Donation – Erik Petersen: Sloane said she was grateful for the donated laptop.

COVID-19

Pandemic Policy: Sloane presented a draft pandemic policy which the board thought was very well done.

Motion by Patti Rau to accept the pandemic policy as drafted, seconded by Karen Lord. Discussion ensued and several suggestions were made for changes. John Filson said the policy could be reworded to give the Library Director some flexibility. The motion was not voted on. This will come back at the next meeting.

Decide on Conditions for Lending Again: This was discussed, including the ability to acquire hand sanitizer, gloves, masks, and disinfectant wipes. Several suggestions were made as to where these items could potentially be obtained. This will come back next month. John Filson said if things change, we may want to meet again in ad hoc session.

NHLTA Virtual Roundtable for Trustees: Friday, April 24, 2-3:30 PM via Zoom (Registration required). John said he tried to register, but they were already filled up. Sloane said maybe they'll offer this again.

OTHER BUSINESS: None.

ADJOURNMENT: Motion by Bruce Kennedy to adjourn, seconded by Karen Lord. The motion passed unanimously and the meeting adjourned at 4:13 PM.

Next Meeting: May 20, 2020, 3:30 PM (Possibly Zoom)

Town of Madison, Board of Library Trustees
April 22, 2020
Approved Minutes

Respectfully submitted,

Patricia Ambrose

Patricia Ambrose
Recording Secretary
Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on April 23, 2020.