

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
MAY 20, 2020 @ 3:30 PM
JOHN F. CHICK ROOM
MEETING HELD ELECTRONICALLY VIA ZOOM
APPROVED MINUTES

ATTENDING: Chair Cheryl Littlefield, 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

April 22, 2020 Zoom Meeting: Motion by Linda Smith to approve the minutes of 4-22-20, seconded by Karen Lord. The motion passed unanimously.

REPORT OF THE TREASURER: The board reviewed the Treasurer's Report. Cheryl Littlefield said it looks as though we actually made some money. The board agreed that the budget drawdown was right on track.

Motion by Patti Rau to accept the Treasurer's Report, seconded by John Filson. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT:

- The library was closed to the public on March 16, 2020 with continued curbside services, and the interlibrary loan service ended on March 18 2020. The library closed with no lending on March 28, 2020.
- As expected, the statistics are pretty dismal but should pick up this month, and June will be looking better. The audiobooks and e-books picked up a bit.
- The library roof has a "wavy" look and Sloane asked Chris Martin to look at it. He said plywood was used on the roof originally to save costs, but it now will need to be replaced. Sloane will talk to the selectmen to see if she needs to look for a contractor.
- A NH State Library Task Force will be making recommendations for reopening, which will be tailored to each individual library. There are no plans yet to restart the inter-library loan service, but we have Jackson, Conway, and the Cook library to borrow from.
- Sloane and Gordy are working on a summer reading program. Cam and Gordy have increased hours and soon will be back to regular hours in the library.
- Sloane was able to obtain gloves and masks and is still working on getting some hand sanitizer and some sort of disinfectant. Cheryl Littlefield suggested contacting the Tamworth Distillery for sanitizer and Sloane said she is already on their list. In addition, the State Library is hoping to do a bulk order of sanitizer. Christina McAllister offered to give the library a large container of sanitizing wipes.
- Sloane is waiting for a response from Richard Clark about FEMA reimbursement. We should be able to get a reimbursement of up to 75% for all COVID-related supplies.

- Sloane will contact an attorney to represent the library in court, if necessary, in regard to any of the new rules, such as requiring people to wear masks. She will talk to the town attorney as well, once our plan for reopening is completely in order.
- Sloane signed up for the 2.0 Reopening webinar at Memorial Hospital to learn how and when to wear masks and gloves and in order to teach Cam and Gordy as well.
- We are displaying new books for 6 months now instead of 4.

FRIENDS OF THE LIBRARY: Susan Lee was unable to present her report due to electronic problems.

OLD BUSINESS

NNHLC: Annual Meeting via Zoom: Sloane and Linda Smith attended and said the consensus is that things seem to be going well.

COVID-19:

Pandemic Policy – Revised: The board reviewed the revised policy and the board thought it looked good. Mary Holmes said she thought we agreed that we were going to leave out “public health.” Sloane said this will be left out.

Motion by John Filson to accept the Pandemic Policy with the revision as discussed, seconded by Linda Smith. The motion passed unanimously.

Update on Lending Again: Already discussed. Sloane said at the next meeting we will have a plan for a phased reopening for the board to look at.

Reminder: NHLTA Virtual Roundtable for Trustees: Friday, April 24 @ 2-3:30 PM via Zoom (registration required) – Christina said she tried to register but was not able to.

NEW BUSINESS

NHLTA: 2 Virtual Trustee Orientation Workshops – registration is required: May 28 and June 4. Sloane said she would send the details to the board.

Things to Consider When We Reopen:

- Making appointments in the beginning at a set time.
- Installing plexiglass and/or using face shields so we can move around the library.
- John Filson suggested limiting the number of people in the library. Sloane said she was thinking 2 patrons at a time or perhaps one household unit at a time.
- No toys will be put out; books only. Board books were discussed.
- Cheryl suggested putting directional arrows on the floor.
- Patti suggested putting new books and movies downstairs with more space for social distancing. Sloane said she was thinking of a cart with new books and having a self-checkout.

Volunteer Breakfast Alternatives: Suggestions were made to just skip it this year or postpone until September and see what that looks like. Sloane said we will revisit this. Cheryl said maybe bring it up again next month.

OTHER BUSINESS: Mary Holmes suggested indicating on the Monthly Report of Patron Services, or Statistics Report, that the library was closed to the public for a certain period of time so that future readers will have an explanation for the reduction in numbers of visitors to the library. John said he would look at the summary page and see if there is a feature that will allow a footnote. Patti asked if anyone has requested books to be delivered. Soane said yes, she is currently delivering to two people. Patti said she would be available to help with deliveries.

ADJOURNMENT: Motion by Karen Lord to adjourn, seconded by John Filson. The motion passed unanimously and the meeting adjourned at 4:11 PM.

Next Meeting: June 17, 2020, 3:30 PM (Potentially via Zoom)

Town of Madison, Board of Library Trustees
May 20, 2020
Approved Minutes

Respectfully submitted,

Patricia Ambrose
Recording Secretary
Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on May 21, 2020.