

Minutes of Trustees' Meeting, Olivia Rodham Memorial Library
Wednesday, July 22, 2020
Meeting was held electronically on Zoom

Call to Order 2:01 p.m.

Roll Call: Kris Finnegan, Susan Peery, Russ Thomas, Lew Derby, Gretchen Ezell and Alastair Dorst

The meeting was held electronically due to the Covid-19 pandemic, during which time all Town buildings were closed. Susan asked if there were any changes needed to the June meeting minutes. No changes were noted. Lew motioned that the June minutes be accepted. Susan seconded the motion. The minutes were approved.

Librarian's Report:

Kris reported that the gradual reopening of the library was going very well. The limited hours (Tuesdays 9 a.m. to 1 p.m and Thursdays noon to 4 p.m.) seem to be enough at this time. Library visitors were abiding by the reopening rules of making appointments, wearing masks and sanitizing their hands as they entered the library. Kris indicated she could check out library materials by scanning barcodes through the plexiglass screen. Any books or other materials that visitors picked up and decided not to check out were dropped in a separate bin to allow for a 3 day quarantine.

Kris said that Heidi has been working on Sundays. She has been very thoroughly cleaning the library and the bathrooms, cataloging materials and returning any existing inter-library loan materials. Kris reminded us that the inter library loan system was still closed at this time. Heidi is also in charge of ordering new books and movies and keeps track of library statistics. She is also spending several hours a week dealing with the abundance of donated books in the basement. She has opened an account with Discover Books, a company that sells used books. They select the books they think will sell, provide the boxes, and cover shipping costs. The library will get a percentage of any book that sells. The money will be deposited in the Friends of the Library account. Since we will not be having a book sale in the near future, this seemed to be a good solution to dealing with the book backlog in the basement and making some money as well!

Alex asked what the volume of donated books were? Kris said she had been receiving a couple of boxes a week until the library closed and she requested a stop to donations. Kris told Heidi that she could work a few extra hours per week, as Brenna is agreeable not to be working at this point.

Susan posed the question as to when the next phase of reopening should be? Kris felt that as long as there was not a significant increase in Covid 19 cases, the library could be opened a few more hours, but felt we should continue the present hours for a while longer. The next step after increasing library hours would be to not have patrons have to make an appointment. Kris brought up the question of when the library was fully open, we might want to revisit what daily and hourly schedule should be?

Kris reported that she had bought a new vacuum cleaner, but it was too heavy for both herself and Heidi. She returned it and took her old Meile vacuum to the Vacuum Store in Keene and for \$89 in cleaning and repairs it is working beautifully.

Kris asked if there were weeks that she needed to work fewer hours, would it be alright to use vacation time hours to make up the difference. Lew inquired if the town had any specification

that vacation time had to be taken in a block? Kris said no, so the consensus of the Board was that her taking vacation time gradually was fine.

Kris was excited about the zoom program offering August 12th, Talking About Race with a discussion session the following week. She said several people had signed up already.

Susan and the Board expressed appreciation to Kris for the wonderful job she is doing during this challenging time.

Treasurer's Report:

Lew reported that TD Bank Money Market account gained \$3.84 for total of \$19,081.87. \$7,059.60 was withdrawn from that account and deposited in the Raymond James account. Raymond James account gained \$1,300 for a total of \$95,533.30. He said we were in good shape financially having spent only 44% of the budget through June. The usual library request for \$1500 from the town will be on hold until the new town warrant is approved, hopefully in August.

Russ motioned to accept the Treasurer's Report, Susan seconded the motion, and the Treasurer's report was accepted unanimously.

Correspondence:

Russ reported that there was no new correspondence.

New Business:

There was discussion as to whether we should hold our next meeting in person. The consensus was to do so outside on the Nelson Common or in front of the library with masks and social distancing.

Russ moved that we adjourn, and Susan seconded. Unanimously approved.

Meeting was adjourned at 2:45 p.m.

**Next Meeting: Wednesday, August 19, 2020 at 2:00 p.m.
Outdoors in front of library - weather permitting!**

Respectfully submitted,
Gretchen Ezell