

## Randolph Public Library

Trustees' Meeting, Mon June 1st, 2020, 6.30pm

Present: Rhonda Stitt, Steve Teczar, Heather Wiley and Yvonne Jenkins (librarian)

Absent: Denise Demers

1. Steve made a motion to approve the minutes from the previous meeting, Rhonda seconded, all were in favor.

### 2. Treasurer's Report

There were no new bank statements to review.

Rhonda has been added as a signer to the Northway Bank accounts and will be taking on the full treasurer duties as of today. Rhonda and Heather will be meeting at the Service Credit Union in Berlin tomorrow to also transfer signer responsibilities. Nancy Penney and Jan Halvorsons' names will be removed from all accounts.

Recent invoices were approved.

Rhonda proposed having just one treasurer's report per month during the time the library is closed due to Covid, Heather seconded, all were in favor.

### 3. Librarian's Report

There is Institute of Museum and Library Services grant money available for the NH State Library for improved broadband service and mobile devices. If granted, Yvonne proposes purchasing 4 Chromebooks and 2 tablets for library patrons to use.

The State Library CARES funding was approved and every NH library has received a 2 year subscription to a reading program called "READ SQUARED". Yvonne will set it up on the RPL website and work with Shannon Buteau, librarian in Gorham, to coordinate parameters for reading and prizes.

Concord Awning quoted \$7000-8000 for a 4-point awning system for the front of the library, or \$6500 for a 3 point system. Yvonne will look at other systems to compare prices.

The contractor Yvonne contacted to erect a fence around the propane tank has not yet replied.

White Mountain Lumber sells folding Adirondack chairs for \$69.99 each. Rhonda proposed buying 2 initially, Heather seconded, all were in favor. They will need to be stained or painted for longevity.

Yvonne will be attending the weekly Director's Zoom meeting on Tuesday, June 2nd at 9am.

### 4. Pandemic Issues

Yvonne attended the NH Library Directors' Meeting (via Zoom) last week.

Interlibrary Loan will not be resuming until the majority of NH libraries are operating.

One gallon of hand sanitizer and 2 dispensers will be arriving on the state van soon. There is an option to purchase more sanitizer at \$38/gallon but neither Yvonne nor the trustees felt this was necessary at the moment.

The directors discouraged the trustees from holding an outdoor book sale this summer as it sends mixed messages to patrons about handling materials.

Yvonne does not think bi-monthly trustee meetings will be necessary going forward. There is no decision to reopen the library for the foreseeable future but the trustees agreed that services should continue to be digital for now, with curbside pickup available as time allows (Stage 3 of the Best Practice Guidelines for the Reopening of NH Libraries). Of note, the Randolph Town Hall has given no indication of a reopening date yet either.

The trustees reviewed a sample Pandemic Policy in depth. See attached. Final comments and approval will occur at the next meeting.

5. Old, Continuing and Other Business

Heather has not heard back from a potential alternate trustee. Steve will contact another possibility.

The next meeting will be on Monday, June 15th at 6.30pm.

There being no other business the meeting was adjourned at 8pm.

Respectfully submitted,

Heather Wiley, secretary