

Randolph Public Library

Trustees' Meeting, Mon May 18<sup>th</sup>, 2020, 6.30pm

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

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

2. Treasurer's Report

Town Checking	\$14,213.07
RPL Checking	\$10,427.43
Building Fund Checking	\$475.43
Building Fund CD	\$18,151.49

Heather will keep the checkbooks for now, until Rhonda has been added as a signer onto the accounts at Northway Bank and Service Credit Union. At that time Jan Halvorson and Nancy Penney will be removed as signers. Steve welcomed Rhonda who has been sworn in as trustee and now has a key to the library.

3. Librarians' Report

Yvonne has continued to pass along invoices and bills to Heather for processing until Rhonda takes over officially as treasurer.

Book cataloging continues.

Curbside service also continues with 103 items checked out in the past month. As items are returned they are placed in a box in the storage room for a one week decontamination process, then are re-shelved. Yvonne continues to encourage patrons to see the website for programs and to use online services.

Yvonne raked and cleaned up the gardens and 3 new azaleas have been planted at the front of the White Mountain Room. She would like to order 2 new round cushions for the patio seats, costing \$39.98 for 2. The trustees approved this purchase.

The Squam Lake Science Center program is tentatively scheduled for Aug 5th.

4. Friends Group Report

There is no report this month.

5. Plan for Reopening the Library

The Reopening NH Libraries Task Force will be publishing their reopening guidelines on May 21<sup>st</sup>, 2020. There was discussion amongst the trustees that any reopening locally would need to be in conjunction with the town hall and on advice of the town attorney. Yvonne should continue to work and provide curbside service as long as she has time and feels safe but the library would not reopen in a traditional sense for the time-being. Wifi will continue to be available and Yvonne will disable the password making it accessible for all patrons.

If the library does not reopen the summer book sale will probably not take place. Instead, Yvonne proposes putting a table of books outdoors when the library is open – books will be free but donations accepted. Yvonne would also like to create a nicer outdoor space for residents – a covering for the garden area to provide shade and some more outdoor seating. She will provide a plan at the next meeting. Yvonne has written an article for the Mountain View and requests the trustees also write a

letter explaining the library closure to residents (Steve). The Kids summer reading program will be an online tracking program called Beanstack and the Friends will provide prizes.

Yvonne requests that the trustees meet bi-monthly for now as there is so much uncertainty with coronavirus.

#### 6. Old, Continuing and Other Business

The volunteer recognition luncheon scheduled for May 30<sup>th</sup> is cancelled.

There is no alternate trustee yet – Steve will contact a prospective replacement for Steve Fisher.

Yvonne will contact a contractor about installing fencing around the propane tank at the rear of the building. Heather did not hear back from the selectmen regarding permission for this and will re-contact them.

Next meeting will be on Monday, June 1<sup>st</sup> at 6.30pm.

There being no other business, the meeting was adjourned at 8.05pm.

Respectfully submitted,

Heather Wiley, secretary