

Randolph Public Library

Trustees' Meeting, Mon January 18th, 2021, 6.30pm

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

Preventative Health Protocol for Covid-19: wearing masks, maintaining physical distancing and hand sanitizing

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	\$8,914.99
RPL Checking	\$10,026.45
Building Fund Checking	\$475.43
Building Fund CD	\$18,406.48

Rhonda informed the trustees that the budget from 2020 was very accurate apart from supplies which were a little over. Rhonda made a motion to keep next year's budget the same as last year, it was seconded by Steve, all were in favor. The budget will be submitted to the town on 1/19/21. Of note, town meeting may not be taking place until later due to Covid meeting issues, so the town appropriation may not be available until June.

Rhonda requested that the trustees review the budget bi-annually to address any financial issues in a timely manner - in January and July. The trustees agreed.

Rhonda also noted that the Building Fund Checking account has only a small amount of funds. The Building Fund CD is maturing in March - her suggestion is to roll the checking funds into the CD at that time, for ease of managing the library's accounts. A decision will be made at the next meeting.

3. Librarian's Report

- The new version of Alexandria is up and running.
- The Spring program series, "In the Shadow of Mount Washington" is open to registration. Through collaboration with the Great North Libraries group there are 4 programs on offer for the price of 1.
 - 4 children have registered for the Children's Winter Reading Challenge. Yvonne will be attending a Zoom meeting about the 2021 Summer Reading Program on Jan 26th.
 - Library Directors' meetings continue through the NH State library. Most of the agenda is taken up with Covid policies, etc. Many libraries have been closed but are tentatively planning to reopen after the Martin Luther King holiday.
 - The NH State Library has introduced the NH Digital Library project, which involves libraries adding digital content to the database. Several training workshops have been created for libraries to begin scanning materials. Yvonne may request volunteers to work on this in the future, and may also request purchase of a flatbed scanner.
 - Curbside pickup continues although use is minimal at this time.

- ILLs continue. All books are quarantined for 72 hours prior to going out. Books are received on a Thursday and are ready for pick up on Monday.

- Yvonne is working on the Librarian's Report for the Town Report which is due at the end of January. The NH State Library report will be due in March.

- New purchases have been arriving weekly.

4. Friends' Group Report

There are 4 board members of the Friends of the RPL - Co-presidents Anne Forsyth and Catherine Zirpolo, Secretary Kayla Demers (all unanimously elected to the board in December by dues paying members of the Friends via Google Forms) and Michele Cormier who has agreed to stay on as Treasurer.

Their first meeting was held on Jan 13th, 2021 via Zoom. Steve has been invited to their second meeting on Feb 10th at 9am to discuss the Trustee/Friends relationship. The minutes from the meetings will be posted on the website.

The Board voted to purchase a Pro Zoom account for virtual meetings at a cost of \$140 per year. This will also be available for the library and trustees to use as needed.

The Friends will be invited to the trustees' meetings in the future to give a verbal report, although it is recognized that the report may be given in writing some months.

Yvonne shared "The Ten Commandments of a Successful Friends Group" with the trustees.

5. Old, Continuing and Other Business

Katherine Turnbull is doing well as assistant librarian and will make an excellent substitute for Yvonne during vacations.

Yvonne is keen to reopen the library as soon as safely possible. Larry Jenkins has volunteered to make a plexiglass shield for the circulation desk. Heather proposed Yvonne spending up to \$150 from the Building Checking account on this, Rhonda seconded, all were in favor. The new touchless scanner is already installed and Yvonne has hand sanitizer and gloves and masks available. She will post signage requiring masks be worn when entering the library.

Her hours will be the same as currently: Mon and Wed 1-5pm, Sat 10-12am. This may change when Covid restrictions for travel have diminished. The trustees discussed a reopening date - target is Mon Feb 15th.

Steve circulated the Winter 2020/21 newsletter of the NH Library Trustees' Association.

Ellen questioned why the library does not have a debit or credit card. This had been attempted in the past but there were issues with the Northway Bank. Rhonda will research if this would now be feasible again.

6. The next meeting will be held on Monday, Feb 15th at 6.30pm.

There being no other business, the meeting was adjourned at 8.15pm.

Respectfully submitted,

Heather Wiley, Secretary