

Randolph Public Library

Trustees' Meeting, Mon Oct 19th, 2020, 6.30pm

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

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

2. Treasurer's Report

Town Checking	\$10,401.25
RPL Checking	\$10,076.20
Building Fund Checking	\$475.43
Building Fund CD	\$18,310.31

The invoices were circulated for approval. Rhonda suggested that the trustees look at the expenditures relative to the budget every 6 months if not quarterly.

3. Librarian's Report

- The computer has been fixed – it needed a new power supply
- Yvonne has not been able to find a substitute librarian yet
- The Alexandria software update has not yet been done but will be completed when Yvonne is back after her recent surgery
- The garden has been cleaned out for winter
- Book cataloging continues
- The new hands free barcode scanner for the circulation desk has been purchased
- Yvonne is waiting for a reply from Kevin Rines to clean the furnace.

4. Friends' Group Report – nothing to report

5. Plan to Reopen Safely

Yvonne and the trustees would like to reopen the library (See attached "Reopening Plan"). Target date was discussed – plan is for Mon Nov 9th. Yvonne would like to work Mon and Wed from 1-5pm and Sat from 10-12am initially – she will put a notice in November's Blizzard. She would like a doorbell to alert her to the presence of patrons (Heather will purchase). A plexiglass shield is required for the circulation desk – Rhonda suggested that this could be borrowed from the town after the general election on Nov 3rd. 100 disposable facemasks were received from the State of NH and another gallon of hand sanitizer is to be delivered. Yvonne feels that more gloves, disinfectant wipes and spray will be required – she will check with Linda about this. The circulation desk will need to be moved prior to opening, and the toys put away in the children's room – Yvonne will request volunteers when it is time.

6. Old, Continuing and Other Business

Steve mentioned that the Fall 2020 newsletter of the NH Library Trustees Association is available.

The next meeting will be on Mon, Nov 16th at 6.30pm.

There being no other business the meeting was adjourned at 7.45pm.

Respectfully submitted,

Heather Wiley

Secretary