

Randolph Public Library

Trustees' Meeting, Mon September 21st, 2020, 6.30pm

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

Absent: Ellen Ross

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

2. Treasurer's Report

Town Checking	\$11,783.77
RPL Checking	\$10,048.74
Building Fund Checking	\$475.43
Building Fund CD	\$18,279.06

The invoices were circulated for approval.

3. Librarian's Report

- The computer at the circulation desk will not start. Elvis Houle at Genysis believes it is the internal power supply which is worth fixing, total cost approximately \$125. The trustees asked Yvonne to schedule the repair and replace the surge protector if recommended by Elvis.

- ILL has resumed. All materials being sent out must be quarantined for 72 hours prior to being picked up by the van. Materials being returned must also be quarantined. This timing will mean a slight delay in getting materials delivered and received.

- 23 people participated in the Zoom book discussion on Sept 16th, 9 of whom were Randolph residents. The next program will be on Wed, Oct 14th.

- The library will be closed on Columbus Day, Oct 12th.

- Yvonne may do a zoom Halloween Story Time for children.

- The NH Downloadable Books budget for Randolph will be increasing from \$480 to \$500/year starting 1/1/21. Both the state and Randolph have seen a steady increase in materials checked out from year to year.

- There is now no extra cost to upgrade Alexandria to version 7. Yvonne intends to apply for the upgrade but probably not until after her impending surgery on Oct 14th.

- Yvonne will not be able to be present at the library on Oct 14th and will need a replacement.

The trustees agreed Yvonne needs a longterm per diem back-up librarian. Yvonne will ask Dorothy Borchers if she would be willing to apply. She will check into wages paid at the Gorham Library.

- The heating vents need cleaning, and the propane stove may need servicing. The trustees authorized Yvonne to contact Kevin Rines of K and R Heating to perform an annual cleaning/service going forward.

4. Friends' Group Report

There is nothing to report this month.

5. NHLTA Roundtable

There will be a NHLTA Virtual Roundtable Workshop for trustees on Tues, Sept 22nd at 2pm. Rhonda has registered. The topic will be Covid and the reopening of libraries.

6. Old, Continuing and Other Business

Per Rodney from Suburban Propane any screens around the propane tank need to be 3 feet away. Steve and Yvonne propose 2 non-conjoined screens, which Larry has offered to build. This project may be completed next Spring.

The trustees discussed reopening the library and Yvonne presented universal guidelines as updated from the state on Aug 27th. There are several recommendations:

- a. Facemasks, gloves and disinfectant wipes should be available
- b. Move the circulation desk closer to the office to allow for 6 feet distancing
- c. Install a plexiglass shield on the circulation desk (Larry has offered to build)
- d. Provide a self scanner and stand to allow for independent checkout of materials (approx \$395 from Alexandria with a 2 year warranty or \$287 from Brodart with a 5 year warranty)
- e. Post signage re facemask and hand sanitizing requirements, and entrance and exit doors, also that public bathrooms may not be available (per town selectmen)
- f. Possibly limiting patrons, or by appointment only

It was decided that a date for reopening would be discussed at the next meeting after Yvonne's surgery.

The garden needs to be cleaned out - Yvonne will request help from a couple of volunteers.

7. The next meeting will be on Monday, October 19th at 6.30pm.

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

Respectfully submitted,

Heather Wiley  
Secretary