

MOULTONBOROUGH PUBLIC LIBRARY

Board of Trustees Meeting

June 11, 2020 at 1:00pm

Via Zoom

CALLED TO ORDER: 1:15PM

PRESENT - Jane Harrington, Chair; Sally Bartlett, Vice Chair; Jeannie Lacey, Secretary; Susan Bucknam, Treasurer; John Buckley, Jack Weekes, Meg Greenbaum, Peter Olsen, Nancy Cole, Sherry Wakefield, Deb Hoadley; new Library Director, Nancy McCue, Library Director; Jorge Dominguez, Public

APPROVAL OF THE AGENDA-Moved approved by Jack, second John. Unanimously approved

REVIEW AND APPROVAL OF THE MAY 14, 2020 MINUTES- Moved by Jack, second by Sally. Unanimously approved

PUBLIC INPUT- Jorge - He thought signing in online was a bit difficult. He suggested the website focus on what it is doing as opposed to what it is not doing. Sally stated that the librarians are working hard on this transition and the problems with Covid -19 and will try to address any issues which arise.

TREASURER'S REPORT - Sue Bucknam - All balanced. Received appropriated funds from the town. Expenses were low last month. Accounts balanced and reports are submitted with the minutes. Approved by Jeannie, second by Meg. Unanimously approved

LIBRARY DIRECTOR'S REPORT-Nancy McCue - Began "Porch Pickup" on Monday May 18<sup>th</sup>. 10am to 3pm Monday through Friday. Most full time staff are here in the building Monday through Friday 9:30 -3:30. This has worked very well.

From May 18-31, we checked out 690 materials, and checked in 831. We added 10 new patrons. Wi-Fi use: 3031; Website visits: 3250; Overdrive: audio books: 401; e-books: 500, Catalog searches: 1660; mobile: 450.

Book drop is emptied out every day by staff using masks and gloves. Staff checks atrium catalog reserve report, retrieves materials, checks them out and contacts

patrons. Items are put in bag and left on porch for pickup. Staff is very busy answering emails and phones, providing tech support, readers' advisory, and cleaning, cleaning, cleaning. The State Library is providing each library with one free gallon of hand sanitizer. Nancy will check with Walter regarding opening soon with guidelines and Phase 2.

CHILDREN'S LIBRARIAN REPORT – Sharon Gulla – She finished the school year by Zooming 5 times with the kindergarten and 1<sup>st</sup> grade classes. 9 students rewarded make your own pizza kit by reading 20 minutes a day. She delivered the Friends One Book, One Child to the school. She completed the Story Time course offered by the State, finishing a class with the Eric Carle museum, and training with state library in the Read Squared Summer Reading software. Sharon started her virtual story time this week and will offer a chapter book.

TEHNOLOGY LIBRARIAN REPORT - Megan Greenbaum - Trying to figure out how to work with patrons with one-on-one computer problems. Working on Zoom account to upgrade so Book Talk group, Friends, and staff could use it in the future.

#### COMMITTEE REPORTS

PERSONNEL- Jack and John - Deb officially starts on June 15<sup>th</sup>. They are working with Nancy and Megan to fine tune the draft of the updated Personnel Policy manual which is intended to be closely aligned with the Town's policies. The revised draft will be shared shortly with the Trustees and Director for review prior to discussion at the July Trustees' meeting

LANDSCAPING- Meg and Nan - They planted 15 lilac bushes donated by the state. Nan sent thank you cards to the lilac committee, the Dept of Transportation and to Gov. Sununu. Nan was nominated and approved to be the new correspondence secretary in charge of writing thank you notes. Dennis is doing a great job. He noticed the irrigation was not running properly and could not get Miracle Farms to come back, so he called Thom at Lacey Irrigation. Thom agreed to come back and continue to service the system again.

TECHNOLOGY - Peter connected with Ginny. Very impressed with all that has been done. He will be checking with Megan to go over his role as new head of technology.

OLD BUSINESS:

1. Discussion on Capital Improvement Funds proposal to submit to CIPC. We are getting estimates for major repairs such as roof and heating system. We would submit a warrant article with a certain amount, no need to be specific on the use, and continue to add to it each year.
2. New Board Members are working on getting sworn in.

NEW BUSINESS:

1. Town Meeting TBD
2. Sadly, this was Nancy's last meeting with us. The Trustees thanked Nancy for her 27 years of dedicated service. We look forward to working with Deb.

Meeting adjourned at 2:00 pm. Moved by John, second by Meg. Unanimously approved

Next meeting on July 9, 2020 at 1:00pm

Respectfully submitted,

Jeannie Lacey