

Randolph Public Library

Trustees' Meeting, Mon July 20th, 2020, 6.30pm

(Preventative Health Precautions for Covid-19 - masks, physical distancing and hand sanitizer)

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

1. Steve welcomed Ellen Ross, new alternate trustee. The current trustees and librarian were introduced.
2. Steve made a motion to approve the minutes of June 15th, Rhonda seconded, all were in favor.
3. Treasurer's Report

Town Checking	\$12,334.08
RPL Checking	\$10,293.09
Building Fund Checking	\$475.43
Building Fund CD	\$18,214.65

Invoices from the previous month were signed.

Paul Cormier completed building the fence around the propane tank and submitted his invoice. It was paid from the Town Checking account. The trustees agreed it should have been paid from the RPL Checking account - Rhonda will make the correction.

4. Librarian's Report

- Yvonne has been meeting with Shannon Buteau, librarian at Gorham Public Library, to prepare 50 take home activity bags for children who have registered for the Shared Zoom Story Time summer reading program. Approximately 8 children have registered from Randolph. One more meeting will take place on July 27th to prepare materials for the final 2 weeks of the program.

- Curbside pickup continues. May 15-June 15 had 65 checkouts and 13 renewals. June 15-July 15 had 125 checkouts and 17 renewals.

- 2 Adirondack chairs have been purchased. Yvonne submitted the invoice of \$139.98 to Rhonda. The trustees determined that the funds should come from the RPL Checking account.

- 1 gallon of hand sanitizer has been received the the NH State Library.

- Yvonne has created 2 tutorials on how to search for materials in the Randolph Library catalog. Laura Lynch is in the process of installing them on the website.

- The library received a large donation of books from a Randolph family and Yvonne is sorting them into additions to the collection vs next year's book sale.

- Book orders continue to be placed.

- The State library is in the planning stages of reinstating Interlibrary Loans. Librarians need to fill in a questionnaire by Aug 4th about whether or not their libraries will be ready to participate. The

trustees discussed that Yvonne already has a large workload to be completed in 10 hours/week and that there probably is not enough time to be involved with ILL at this time. This issue could be revisited next month.

#### 5. Friends' Group Report

There has been no firm interest to date in any of the required positions for the Friends - Chairperson, Vice Chairperson, Secretary or Treasurer. Yvonne has crafted a letter to be sent to the current volunteers asking for a 1 year commitment in order to meet to appropriate funds for purchase of DVDs, program planning, etc. Steve will review the letter prior to its being sent.

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

Update on town and state plans for reopening public buildings - The town has no plans to open any more than it is at present. The bathrooms are still not operational, given the town insurance company's directive of cleaning x1/hour. The trustees discussed that the library will, for now, remain at Stage 3 of the Best Practice Guidelines per the Staged Reopening Plans for NH Public Libraries. Services will continue to be digital and curbside pickup will remain available.

Public space considerations for summer - Steve felt that the artist's renditions of the shade sails for the front of the library were inadequate to bring to the selectmen. Yvonne felt that it was too late in the summer to plan a purchase now. The trustees agreed and will revisit the issue of shade next year.

Steve circulated "Library Trustee", the summer 2020 newsletter of the NH Library Trustee Association.

Next meeting will be on Monday, August 17th at 6.30pm.

There being no other business the meeting was adjourned at 8pm.

Respectfully submitted,

Heather Wiley, secretary