

Gorham Public Library Board of Trustees Meeting
Monday June 8, 2020
(On-site with desks 6 feet apart)

Trustees Present:

Clare Fox and Nicole Eastman

Others Present:

Shannon Buteau (Library Director)

Call to Order and Review of Minutes:

The meeting was called to order by Clare at 6:00 pm.

Nicole made a motion to formally approve the minutes from the 5/18/2020 meeting.
Clare seconded.

Budget:

Consolidated Communication, after installing the new phone system in January, visited the library today to install the internet system. The library is the final department in the town to be transferred over.

As expected, electrical usage is down due to the building being closed for the past few months and the lights remaining mostly off while Shannon and Kaitlyn work on site. Clare suggested that once the temperature increases, consider closing interior doors so that only the main lobby and office will be air conditioning rather than the entire first floor while patrons are not yet permitted indoors.

Clare inquired about whether the front stoop repair was ever performed. Shannon said that Nathan Styles did provide her with an estimate in January and she plans to contact him to verify that the project can be done as soon as his schedule permits.

Director's Update:

Curbside pick-up is going well and order fulfillment is keeping Shannon and Katelyn busy in addition to planning and providing virtual programming. Patrons have stated that they are glad to have access to tangible reading material again. Since disinfectant wipes are in short supply nationwide, spray cleaner and towels are being used to clean returned books before they go into quarantine.

Clare made a motion that this gradual second phase of the Gorham Public Library have two parts: the first allows patrons to resume using each of the two library computers starting June 15th during pick-up hours by calling in advance to reserve a 30 minute

appointment. Sessions can be extended if slots are not reserved by another individual. The second part of phase two would permit a total of 10 individuals to be in the building at one time. The possibility of moving safely from step one to step two will be reassessed by the director and library trustees via email by June 25th. Nicole seconded.

As an additional safety measure, the use of two large plexiglass shields at the circulation desk was discussed. These are being installed at businesses to protect staff and customers nationwide and are therefore in demand. Clare stated that the hospital is using these devices and that they cost about \$200 with shipping. Clare encouraged Shannon to place her order soon since it may take more than two weeks to process.

Concerning requiring the use of masks once patrons are allowed to enter the library, Shannon felt that she needed to contact Denise Valley, Town Manager, to determine what recommendations the town lawyer is providing. Clare made a motion to strongly encourage anyone entering the library to wear a mask and that masks and hand sanitizer be made available by the library. This would be achieved by using proper signage on-site as well as on-line. Nicole seconded.

The custodian has resumed cleaning the library.

New Business:

Online story time has ended. This was done using Facebook Live. Summer Reading programs will begin in July and will also be done remotely with the possibility of taking place outdoors at some point based on the current recommendations surrounding Covid 19 for the state of New Hampshire. Children, Teen and Adult programs will be offered through a partnership with Yvonne Jenkins of the Randolph Public Library. Aside from books, craft projects will be offered and prizes for participation will be awarded at the end of the program.

GPL was awarded a Read Squared grant from the state library. This involves the use of an on-line tracking program that can be used by readers of all ages. A few benefits of this program is that it offers prizes for reading and makes it possible to link events.

GPL was also awarded with a Kids, Books and the Arts grant that will cover the cost of a comedic juggler. Thankfully this visit can be pushed back but a tentative date needs to be set in the meantime.

While the Dover Children's Museum typically visits GPL each summer, they are providing remote services in the form of 6 videos that can be emailed to participants. Gorham Public Library and Randolph Public Library have partnered to split the cost of this program.

Squam Lake Science Center is also providing a virtual program that RPL and GPL will share the cost of.

Clare made a motion for Shannon and Katelyn to research the cost of a Zoom platform, or its equivalent, to use while providing virtual programs for GPL. Nicole seconded.

Nicole and Clare suggested that on-call staff be contacted to determine future availability, especially since both Shannon and Katelyn plan on taking a vacation this summer.

Adjournment:

The next meeting is set for Monday July 13th at 6 pm.

Clare Fox made a motion to end this meeting at 6:54 pm.