

Gorham Public Library Board of Trustees Meeting
Monday July 13, 2020
(On-site with desks 6 feet apart)

Trustees Present:

Clare Fox, Melissa Laplante 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 6:04 pm.

Clare made a motion to formally approve the minutes from the 6/8/2020 meeting. Nicole seconded. All were in favor.

Budget:

After a careful review of the budget, spending appears to be in order. As with most town departments, the library is making an effort to underspend, hoping to have a surplus that can be carried over into next year's budget. On-call staffing has resumed on a few occasions and will be used in August when Shannon and Kaitlyn take vacations.

Shannon reports that health insurance coverage for town staff increased by 11% starting on 7/1/2020.

The annual audit that is performed by an outside company for each town department should have taken place in the spring but did not due to the Covid-19 pandemic. This is now expected to take place in the late fall.

Director's Update:

Curbside pick-up continues to go well. For the past three weeks, patrons have also resumed indoor pick-up and computer station use, with no more than ten people allowed in the building at a time, including staff. Limited hours are Monday, Wednesday, Friday 3:00-6:00 and Tuesday and Thursday from 10:00-1:00. Upon return, books continue to be sanitized, checked-in, and quarantined for 72 hours prior to being reshelfed. A steady stream of visitors have also been found on the portico for internet access. According to Shannon, the current plan is working out well since both she and Kaitlyn are busy fulfilling orders, sanitizing returned books, creating and providing Zoom programs, and performing other daily responsibilities. Of note, on-line and on-site new

parton sign-ups continue, for both in and out of town residents. More patrons are also signing up for the NH Downloadable Books program.

New Business:

GPL will work with the White Mountain Community College Fortier Library to provide the “Strong Women: Then and Now” program into the fall, as well as possibly working with NH Humanities to to be a pilot program for a book discussion involving e-books, which would need to take place before September 1, 2020 due to funding.

A professional Zoom account has been purchased for GPL and it has been used twice so far.

Summer Reading Programs are currently taking place, with 19 preK and 30 K+ age participants. Parents/ guardians/ participants are provided with packets to pick up each week. Read Squared has been helpful to log reading times. Shannon plans to make a decision about what to get for prizes this week. Clare supported Shannon’s idea to purchase items or gift cards from local businesses.

The Cliff Summer Reading Program would like to do a “live” outdoor talk/ book give-away, possibly on the Common. Shannon seeks the board’s permission to do so, stating that she and Yvonne Jenkins of the Randolph Public Library, are considering bagging the books, limiting the presentation time and ensuring that participants are spaced out. The board supported this request.

It is anticipated that all Fall Programs will be virtual.

Concerning preparation for re-opening, GPL currently has ten packages of disinfectant wipes, which will not require gloves to use. Two sets of disposable gloves are used each day (one by the custodian and one for whomever is sanitizing returned books for the day) and more are ordered. The supply of disposable masks and hand sanitizer for anyone entering the library is adequate at this time.

Clare made a motion for employees to continue to take their temperature each day prior to work. If it is less than 104 F and they have no signs or symptoms of Covid-19, they are safe to work. Nicole seconded. All were in favor.

To increase visibility and interest in the GPL, Nicole suggested that either Shannon or Kaitlyn consider setting up a table at the local Farmer's Market taking place on Thursdays from 3-6 on the Gorham Common through the end of September. Nicole asked if people could sign up to become members even though they would not be in the library and Shannon said that it would be possible since, once provided, a person's information could be logged into the library's computer system the following day. Shannon also said this could work since the library is not currently open to patrons from 3-6 on Thursdays. Nicole suggested contacting Jeff Stewart at the Rec Department for more information. Shannon agreed.

Old Business:

Shannon contacted Nathan Styles to inquire about the concrete step repair near the building's emergency exit, but he remains busy at this time and plans to complete the project when he can work it into his schedule.

The smoke alarms are scheduled to be tested tomorrow (7/14/2020).

The town of Gorham maintenance crew recently repaired a storm drain in the library's parking lot and water appears to be draining successfully now.

Adjournment:

The next meeting is set for Monday August 8th, 2020 at 6:00 pm.

Clare made a motion for the meeting to end at 7:00pm.