

New Durham Public Library Trustees' Meeting  
May 5, 2020 7:00 pm  
New Durham Public Library  
Virtual Meeting via Zoom  
Notice posted appropriately

*Members Present via Zoom:* William Meyer, Richard Leonard, John Michaud

*Absent:* Patrice Mitchell, Lee Newman

*Others Present Remotely:* Cathy Allyn, Library Director

*Call to Order:* Chairperson William Meyer called the meeting to order at 7:03 pm. Members indicated where they were located: William Meyer, alone in his office at 51 Main St.; Richard Leonard, alone in his kitchen at 51 Miller Rd.; and John Michaud, alone in his porch dining area at his home at 232 South Shore Rd. Due to the Governor's Executive Order #12, the Board is authorized to meet electronically. Public access provided via Zoom and telephone.

*Approval of Minutes:* March 16, 2020

**Motion by Chair Meyer to approve the minutes of March 16, 2020, as written; second by John Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye. The motion carried unanimously.**

*Agenda Review:* There were no changes.

*Public Input:* None

*Financial Report:* Mr. Leonard, Treasurer.

Mr. Leonard reported that he balanced both accounts and all bills are current. He said a returned check for \$150 had been reissued. He noted balances of \$21,059.93 in the operating account, and \$10,922.30 in the Trustees' account.

**Motion by Chair Meyer to accept the financial report; second by Mr. Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye. The motion carried unanimously.**

The Trustees had previously reviewed the invoice register via e-mail and approved by reply.

*Director's Report and Informational Items:* Library Director Cathy Allyn.

**For month of March:** 3-D printer experiments – printer not the best, but does make toys reasonably well. Plan is to make moveable (hinged) pigs for SRP and elephant telephone holders for volunteers and staff.

Ordered and received new drafting chair for front desk.

Covid-19 reared its ugly head – we put out hand sanitizer and a sign to please use it (or the restroom sinks to wash hands) prior to touching materials. We also placed relevant signs around.

Requested and received first installment of operating funds from Town.  
Grant and scheduled programs (Japanese internment camps) postponed until next spring.  
The box of adult books arrived; the graphic novels for teens and picture books for kids are in limbo.

Kelly working from home; Sheryl and I coming in 3 days a week each; Lisa checking for packages and doing a daily walk-around of the building.

**For month of April 2020:** Started Supply Chain, matching people who are unable to get out with volunteers willing to shop. Have had several calls for it.

The Friends are sewing face masks – library is distributing them for those who need them for personal use. We also coordinated volunteers, etc.

Our monthly e-newsletter has become weekly, and features a compilation of the best informational, educational, and entertainment sites; as well as activities to do with children or as a family that will "unplug" everyone from screen time. Have been seeing more subscribers.

We tried a variety of 3D designs useful to health care workers, but our printer is too small and inaccurate to handle any of them.

I attend weekly library director, tech, health, and programming video conferences.

Staff members are documenting everything they do.

Many people have taken advantage of emailing us for temporary cards to access downloadable books, HeritageQuest, and Ancestry.com.

Received free book from DAR – the plans for DAR members reading to children in the summer were shelved.

Cleaning of library – the company indicated someone had been in weekly (except for one week) since closure of library. I reported to Scott that the statement is inaccurate.

Staff members have been taking advantage of virtual professional development, and have been busy with database clearing, removal of older books, and office organization.

To celebrate Poetry Month, I had Fun Phone Poems where people called in and I read them a humorous poem.

I posted some pictures of springtime and we asked residents to send in their own "Signs of Spring." A couple of people did it.

Storytime is now streaming on our Facebook page on Wednesdays at 11:30. Our announcement that it was coming online was shared 10 times or so and reached more than 1,000 people. The first episode has had almost 800 views. The response was so good I added First Steps. We're way over 2,000 views with the three programs I've done so far.

I'm now working on Illustrious Tales, a program of myths and folklore with artwork done by kids for school-aged children. We'll stream on Wednesdays on Facebook Live and all sessions will also be available on the library's YouTube channel at [www.youtube.com/NewDurhamLibrary](http://www.youtube.com/NewDurhamLibrary) (as our Storytime and First Steps).

Librarians across the state are busy working on a table reading of Shakespeare's "A Mid-Summer Night's Dream" for Facebook. I'll assume the role of Titania, the Fairy Queen. Projected release date is Saturday, May 23.

I emailed Scott regarding the status of the new furnace installation.

I send in a library report for the TA Update weekly, as well as write an article for The Baysider.

*Policy Reading – Telecommuting*

**Motion by Mr. Michaud to accept the Telecommuting policy, as written; second by Mr. Leonard. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud - aye. The motion carried unanimously.**

Ms. Allyn is to provide staff members with copies to sign.

*New Business:*

Staff Scheduling – Ms. Allyn is to continue to set the schedule for staff members. Staff will be compensated for the number of hours they work.

Staged Reopening – Ms. Allyn is to draft the Reopening Plan, email it to the Trustees for review, and run it by Town Counsel, hopefully, before the June 2, 2020 meeting, so the Board is able to vote on it then.

Requested Budget Cuts – Per a memo sent out by Town Administrator Scott Kinmond, the Board discussed potential budget cuts.

**Motion by Mr. Leonard to relinquish claim to \$10,000 of money budgeted for the library's Operating Funds FY 2020; second by Chair Meyer. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud - aye. The motion carried unanimously.**

PPE Policy – Ms. Allyn is to draft a PPE Policy, separate from the Reopening Plan.

*Schedule Next Meeting:*

The Board scheduled its next virtual meeting via Zoom for Tuesday, June 2, 2020.

*Adjournment:*

**Motion by Chair Meyer at 7:41 p.m. to adjourn; second by Mr. Leonard. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud - aye. The motion carried unanimously.**

Respectfully submitted,  
*Cathy L. Allyn*