

New Durham Public Library Trustees' Meeting
June 2, 2020 7:00 pm
New Durham Public Library
Virtual Meeting via Jitsi
Notice posted appropriately

Members Present via Jitsi: Richard Leonard, John Michaud, Lee Newman

Present via Telephone: William Meyer, Patrice Mitchell

Others Present Remotely: Cathy Allyn, Library Director

Call to Order: Chairperson William Meyer called the meeting to order at 7:21 pm. Members indicated where they were located: William Meyer, alone at his home at 51 Main St.; Richard Leonard, alone at 51 Miller Rd.; and John Michaud, alone at his home at 232 South Shore Rd., Patrice Mitchell alone at her home at 162 Merrymeeting Lake Rd, and Lee Newman alone at his home at 206 Birch Hill. Due to the Governor's Executive Order #12, the Board is authorized to meet electronically. Public access provided via Jitsi and telephone.

Approval of Minutes: May 5, 2020

Motion by Chair Meyer to approve the minutes of May 5, 2020, as written; second by John Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye. Mr. Newman abstained. The motion carried.

Agenda Review: There were no changes.

Public Input: None

Financial Report: Mr. Leonard, Treasurer.

Mr. Leonard reported that there was no report this month.

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 May 2020

Mid-Summer Night's Dream completed and released

Staff member leaving – may be kept on the books for substitute and computer work in the future; that would be possible since we don't need to replace her for desk coverage for a while. I contracted with a former staff member to take over e-newsletter and to train Sheryl and me on how to do it.

CLiF Summer Readers' Grant awarded – Simon Brooks storyteller. I checked with the Superintendent of Schools about having an outdoor program on the New Durham School athletic grounds and she agreed, as long as we maintained social distancing and the number of attendees coincided with the Governor's Order at the time. Simon has also agreed and we are working out the details. Performance date will be July 27.

Summer Reading Program – The state has contracted with Readsquared for online participation; this will be free and carry us through next summer, also. We will do stories the kids send in as shadow puppet plays, award prizes each week, and have an outdoor day where kids make appointments to use markers on the ceiling tiles (we seal them first). The Friends are covering the cost of the trophies, prizes, and weekly awards (brag tags and beads on a necklace based on the amount of time spent reading). We'll put the avatars on the outside of the building so the whole town can see the kids' progress.

CARES Grant – I applied for and received a grant of \$3,000 to buy Chromebooks, hot spots, and e-readers to loan out.

PPE – We have an excellent store of disposable masks for the public, once we reopen – all free and thanks to Bill and Sheryl! That program has stopped now, so it was good we got in while we could. Volunteers have made the staff cloth masks. I had a lovely correspondence with a gentleman whose company was making face shields for free – his company was too far away for us to pick them up, but I thanked him for his community spirit. He found a volunteer to drive face shields to us; they are reusable.

I ordered a hanging plexi-glass shield for the front desk, and signage for masks and social distancing.

The State Library is sending us 1 gallon of hand sanitizer and I purchased two additional gallons from that vendor because the price was the lowest around.

The janitorial service told me they would provide me with some spray once we open, and I ordered some from Amazon.

I purchased covers for the main office keyboards, because constant wiping will erase the letters. If they work out well, I will get additional ones for the public computers. There are several brands to choose from.

I'm keeping all receipts in hopes of 75% reimbursement from FEMA.

Webinars and video conferences continue to abound.

We opened the Book Drop on Saturdays so books will sit for a seven-day quarantine before removal.

A couple of volunteers have worked on the garden and it looks much better. The Friends' president donated the mulch.

I met with the Friends' officers and they were extremely receptive to my idea of investing in outdoor spaces – adding benches, tables, a pergola, Storywalk, etc.

Highway Dept. got several windows to open. We need screens.

Working on a state CARES grant for increased internet bandwidth and additional mobile devices to ensure social distancing once we re-open.

Grateful for all of the (time-consuming!) video conferences held by the librarian community; because of the hive-mind aspect of it, we have not been operating in a vacuum.

Policy Reading – Patrons' Privacy and Confidentiality Policy

Motion by Chair Meyer to adopt the Patrons' Privacy and Confidentiality Policy, as written; second by Mr. Leonard. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman - aye. The motion carried unanimously.

Pandemic Interim Services Plan (Re-opening)

Motion by Chair Meyer to adopt the Pandemic Interim Services Plan, as amended by Town Counsel, the Trustees, and Ms. Allyn; second by Mr. Newman. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman - aye. The motion carried unanimously.

Communicable Diseases Policy

Motion by Ms. Mitchell to adopt the Communicable Diseases Policy, as written; second by Mr. Newman. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman - aye. The motion carried unanimously.

Ms. Allyn brought up the need for amendments to the Personnel Plan. The Trustees agreed that one issue was covered within policies and that the other could be added to the Communicable Diseases Policy.

Motion by Mr. Newman to amend the Communicable Diseases Policy by adding under mandated protocols to be followed, “to include completing a daily health screening questionnaire when arriving at work,”; second by Chair Meyer. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman - aye. The motion carried unanimously.

Chair Meyer noted the questionnaire should be attached to the policy.

New Business:

Effecting Staged Re-opening – The Trustees reviewed the protocols Ms. Allyn provided.

Amendment to Code of Conduct –

Motion by Chair Meyer to approve the amendment to the New Durham Public Library Code of Conduct; second by Ms. Mitchell. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman - aye. The motion carried unanimously.

Schedule Next Meeting:

The Board scheduled its next virtual meeting via Zoom for Tuesday, July 7, 2020.

Adjournment:

Motion by Chair Meyer at 7:48 p.m. to adjourn; second by Mr. Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye, Mitchell – aye, Newman – aye. The motion carried unanimously.

Respectfully submitted,
Cathy L. Allyn and Patrice Mitchell