

New Durham Public Library Trustees' Meeting  
July 7, 2020 7:00 pm  
New Durham Public Library  
Virtual Meeting

*Members Present Remotely:* Richard Leonard, John Michaud

*Present via Telephone:* William Meyer

*Others Present Remotely:* Cathy Allyn, Library Director

*Call to Order:* Chairperson William Meyer called the meeting to order at 7:25 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. Due to the Governor's Executive Order #12, the Board is authorized to meet electronically.

*Approval of Minutes:* June 2, 2020

**Motion by John Michaud to approve the minutes of June 2, 2020, as written; second by Rich Leonard. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye. The motion carried unanimously.**

*Agenda Review:* Cathy Allyn indicated the board would need to discuss the upcoming Capital Improvements Committee meeting.

*Public Input:* None

*Financial Report:* Mr. Leonard, Treasurer.

Mr. Leonard reported there has been no activity on the Trustees' account since March 2020. That account has a balance of \$10,922.30 and the Operating Account, \$18,461.58. He said he'd paid all outstanding bills today, but he has not done the balancing as he has not been to the library to use that computer. There were no questions.

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

Ms. Allyn said she would send out an email with the invoice register for the board to review and approve by reply.

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

for month of June 2020

State Library CARES grant – several iterations of application due to changes in scope, which resulted in massive amounts of time in phone calls, emails, research, and writing.

The grant started out as applying for money for faster internet service. The state later realized all of the library computers would need to be filtered if federal monies were used. Following research, I (and the majority of other librarians) decided against pursuing it. Then it switched to applying for Chromebooks and tablets to loan out and to help maintain social distancing once the building is opened. I applied for four Chromebooks and four iPads.

So far, I have purchased two Chromebooks, a laptop, and four eReaders from the \$3,000 grant.

Postings on Town website regarding current services.

Began contact-free porch pick-up service – working extremely well.

Finished Storytime and Illustrious Tales – terrific response.

Sent FEMA purchases to TA Kinmond.

Lisa planted day lilies in the front pots; the Friends added annuals to them.

Staff is filling out the health questionnaires for Primex each day they are in.

Mara is helping out with the e-newsletter and Nichole will be managing the Chromebooks. Licensing is involved.

PPE: We will be getting hand sanitizer from the state library. I also ordered several extra gallons. I ordered an electrostatic sprayer and disinfectant; this will be invaluable once we have patrons back in the building. I requested free disinfecting wipes and face shields from the state; thanks go out to Sheryl, for picking them up.

Bob Santoro will be in to look into the propane furnace installation mid-July.

Summer Reading Program registration down, but we expected that. The Friends are paying for the three pizza prizes. Most participants have picked up their Pride Chains and are excited about the bead and brag tags. Lots of wooden puppies have gone out also, so it should be a fun display.

Mr. Leonard commented that the wooden puppy forms came from the Alton-Barnstead-New Durham Rotary Club.

*Policy Reading – Electronic Device Lending Policy*

**Motion by Chair Meyer to adopt the Electronic Device Lending Policy, as written; second by Mr. Leonard. A roll call vote was taken. Meyer – aye, Leonard – aye, Michaud – aye. The motion carried unanimously.**

The board reviewed the Financial Practices to be included in the Financials Policy.

*New Business:*

CIP Meeting – The Trustees indicated they had reviewed the information Ms. Allyn sent on to the CIPC. The virtual meeting with the Committee is scheduled for Tuesday, July 14, 2020 at 9:00 a.m.

*Schedule Next Meeting:*

The Board scheduled its next virtual meeting for Tuesday, August 4, 2020.

*Adjournment:*

**Motion by Chair Meyer at 7:39 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*