**Davis Public Library**

**Stoddard, NH**

**Board of Trustees Meeting**

**Date:** June 15, 2020

**Time**: 7:00 PM

**Type of Meeting**: Regular ‘zoom’ BOT meeting

**Present**: Angel Nicoletti – Chair, Alexia Currie – Treasurer, Frankie Scofield - Secretary, Inga Cullen – Director, Deb Kingsbury – Alternate, Christine Haase and Dr. Jan McGonagle our prospective trustees.

**Absent**: Geri Bailey

**Public Present**: Christine Haase and Dr. Jan McGonagle

 1. **Call to order**: 7:00 PM

 a. **Roll call**: Angel, Alexia, Frankie, Inga, Deb, Christine. (Dr. McGonagle will be late)

 b. **Minutes**: Accepted as presented.

 c. **Correspondence**: Inga to send ‘Thank You’ card to the Lesser’s, for their donation.

 D. **Public Comment**: None

 2. **Reports**:

A**. Financial**: Alexia presented financial spread sheets, and her report was approved by the Trustees.

B. **Library Director**: Inga said that ‘Hoopla’ is now live and ready to go. Unfortunately, ‘RB Digital is not yet ready. She has list of items ready to purchase, but she will wait until our town library budget gets passed on June 25th. ‘Baker & Taylor’ invoices for books require payment only by check. Inga will check to see if the invoice for NHLTA dues is at the post office box.

C. **Review of action items**:

 1.: Geri got the gloves and gave to library as a donation.

 2.: Dr. Jan got all cleaning items.

3.: Angel checked with Michelle Pong on sneeze guards, town now has nine, we can use some after the town uses them for town meeting and voting.

4.: Martha checked with Claremont for mailing books and found they do ‘large print’ only. Wait to see for future use and time.

5.: Dr. Jan checked all products used by the town for disinfecting items, and all are ok and approved. She will bring more items to the library: i.e.: baby wipes, paper towels, and bleach solution. ***If we have more questions for the state on covid-19, email Dr. Jan before 12 noon, Thursdays*.**

 3. **Old Business:**

 a. **Curbside delivery:**

\* **Procedure:** Inga is still working on this and will have full procedure shortly. For now, she gave this example: Patrons will call for an item, the librarian will then pull and put on hold. Then the patron will make an appointment, and the items will be left on our front covered deck for pick-up. When items are received back, they will be put in quarantine for three days (with air-drying) then they will be disinfected as approved and put back in the proper place. (We also discussed the possibility of placing items in the trunk of the patron’s car.) Inga would like to open next Tuesday.

\* **PPE (already addressed and now have most of the necessary items).** Dr. Jan also advised again that soap and hot water handwashing for at least 20 seconds, is a must, and we have both hot water and soap, and gloves are only necessary if we have open cuts.

\* **Advertising and Communication to patrons**: She will use newspapers (as well as weekly publications) to advertise, as well as posting to our library website and Facebook page, on the Town of Stoddard, Webpage.

 She needs to also get out the time and days of the library operation, since not all our patrons have internet access and would not be able to read online.

. She discussed ‘calling’ those patrons that are regulars at our library (confidentiality was discussed). Also, the possibility of having Sally do one of her signs.

b. **Signage for Town elections and Town Meeting**: Now up on Library sign.

c**. Pandemic Policy**: Angel finished and dated this on June 14, 2020, and emailed to members of BOT. Frankie will put into the ‘White Trustees’ book, when BOT votes to accept.

d. **New Hampshire Public Deposit Investment Pool (NHPDIP**): Discussion is still deferred to August.

 4. **New Business**:

 a. **Unspent payroll funds in current budget**: Trustees discussed using some of that money for Inga to hire a temp to help with our Website/Webpage. Lexie will check with Michelle Pong and Pat Putnam if this can be done. Also, the website is a little busy, Dr. Jan suggested using no more than three steps to get into opening a page that the patron wants to see. Also, Inga has two vacation days she can take (8 hours).

 b. **Bonding of Treasurer – RSA 41:6:** Angel will checkwithour town administrator, Michelle Pong, to see if the library Treasurer is already bonded along with the Town Treasurer.

 c. & d**. Orientation of new Treasurer and new Secretary**: Both Alexia Currie and Frankie Scofield will be present for July meeting to pass the baton to Dr. Jan McGonagle and Christine Haase. Frankie has one of the library laptops and the ‘Trustee’s White Procedure’ book, and there is also Lexie’s financial ‘thumb-drive’ to be passed to the new trustees.

(Both Lexie and Frankie will also pass on some knowledge to our newbie’s. On another note, Frankie has never gotten a key to the library that was supposed to be turned over to her by her predecessor.)

 e. **T-Mobile Account**: BOT had much discussion with Inga about the past due large bill for services: how this came about, and how the service should have been cancelled. Inga said that there was a 30-day free trial period sometime in October/November 2019. Five devices for mobile Wi-Fi (hot spots) were given to her for the free trial. At the end of the trial period, if it was decided not to go forward with the service, the devices were to be returned and the service cancelled. At issue is whether and when the devices were returned, and the service cancelled. T-Mobile has billed us almost $700.00 for service from November to the present. Lexie will follow up with T-Mobile.

 f. **Library Lawnmowing:** A townresident has complained to the Select-board of Stoddard about the condition of the library lawn. The Select-men stated that the library trustees can hire someone else, and the town would pay for their services. Angel suggested a town person Rex R. and spoke with him as willing to do this. It was also suggested that we speak with David Lesser and get his recommendations for upkept of our lawn, since he had donated and did much work in the past. Angel to follow up with David.

 g. **High-speed Internet (fiber-optics):** Inga said that the State Library is trying to get high speed internet into their library. It may be possible to set into our School at a cost of $182.00 to $200.00 a month (with a possible discount). This has been discussed before with a former BOT, cost much higher than we pay now = $65.00 monthly. It was determined that we needed more information. Inga to get the name at the State Librarian’s office.

5. **Next meeting date**: July 20th at 7:00 PM

6. **Adjournment:** 8:48 PM

7. **Transcribed and Summited** by: Frankie Scofield, Secretary

**Action Items and Directives:**

-Frankie to put Angel’s Pandemic Policy in ‘White Procedure book, dated June 14, 2020, when voted to approve by BOT.

-Angel to contact David Lesser for his ‘lawn’ recommendations.

-Inga to contact the State Librarian to get more info on ‘high-speed internet’.

-Lexie to follow-up and contact T-Mobile regarding cancellation and return of ‘hot spot’ devices, and billed balance.

-Frankie to return library laptop, and Financial thumb-drive to new Secretary, Christine Haase. Also, to give Christine an outline of duties and any passwords for doing her new position.

-Lexie to contact Michelle Pong and Pat Putnam about using unspent payroll funds to hire a temporary/consultant to fine tune our website.

-Lexie to go over financials with Dr. Jan McGonagle.