



Gilford Town Hall: 47 Cherry Valley Rd., Gilford, NH
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Gilford Public Library Board of Trustees
Minutes of the May 13, 2020 Meeting

Attending via ZOOM; Katherine Dormody, Betty Tidd, Alexis Jackson, Diane Tinkham, Jack Lacombe, and Mike Marshall

The meeting was called to order at 10:01 am.

Minutes of our April 29, 2020, discussed, a motion to accept was made by Betty Tidd, seconded by Jack Lacombe approved.

Circulation

The library was closed for the entire month of April. Checkouts recorded were check out an expert and digital formats for a total of 1,977, an 80 percent decrease from last April. We began allowing sign ups of new library cards digitally and we processed four. We also had two or three people attempt to sign up for new cards that already had one. Obviously, our digital checkouts have been way up including Hoopla with an over 100 percent increase from last year. It probably would have been more had we increased our budget limits even more. Curbside circulation begins May 11, and we are setting up to start that up with the safety guidelines put out by the Governor's Stay at Home 2.0 Retail Reopening Guidance document.

Programs

No programs were offered in person in the month of April. Everything was virtual and/or downloadable. We counted the number of downloaded views based on the criteria put out by New Hampshire State Library.

The most viewed event in April was Maria's Yoga Fun class with 1,490 downloaded views. National Library Week was also very successful with hundreds and in some cases close to a thousand downloaded views each. The Town Departments were all great to work with and generous in their time and efforts in bringing everything online. Fairytales and virtual crafts are successes. Continued kudos to the staff for finding ways to provide services to our community!

Volunteers

Volunteers stopped coming in on Friday March 13, we had approximately 10 hours for the month of April. Mark Hassler is helping with Discord. We're receiving inquiries from volunteers about when they can return. We will start with one person at a time. They will be required to wear appropriate PPE.

Old Business

- A. Roof leak – The roof looks great and painters just finished up painting damaged interior walls on May 8.
- B. Makerspace – a second draft was completed, but we voted to table this until our situation is stable.
- C. Audit has been completed. The audit questions were the most detailed in many years, taking about a month to complete. The one suggestion made related to credit card receipts. The auditor was not familiar with how today's libraries operate so there were many clarifications made. Working with them virtually made it more difficult.
- D. We discussed the need for painting the children's room.
- E. Budget – We are receiving donations from the Clare Grant memorial.

New Business

- A. Building Painting – the town has received two estimates.
- B. Operations in Pandemic – Closed to the public due to Covid 19, but staff continued to work under these restrictions: Five people working, distancing and cleaning continued. Appropriate supplies, i.e., masks, gloves, sanitizers are either ordered or on hand. The women's bathroom mural is still being done, nonfiction cataloging is about half done. Curbside delivery is underway with three people working hourly shifts. The first day had 400 checkouts and approximately 200 cars! Staff hours are adjusted as needed. Overdue materials were discussed. We agreed that fines due before March 18, 2020 are still due, however we will not issue fines between March 18 and July 1, 2020.
- C. Summer Reading – We are waiting for information from the State Library about status of the program.

Next meeting will be via video conference on June 10, 2020, at 10:00 am.

Meeting was adjourned at 11:15 am.

Respectfully submitted

Alexis Jackson