



**Gilford Town Hall:** 47 Cherry Valley Rd., Gilford, NH  
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## Gilford Public Library Board of Trustees Minutes of the March 18, 2020 Meeting

The meeting was called to order at 1005 am. Attending: Betty Tidd, Katherine Dormody, Alexis Jackson, and Mike Marshall. Both Jack Lacombe and Diane Tinkham participated via telephone.

The minutes for both the regular February and emergency March 14 meetings were approved.

### **Reports**

#### Circulation

Total circulation was close to 10,000 for the month of February, a 10 percent increase from last year. First time checkouts were up slightly, there were over 1000 auto renewals and checkouts from Overdrive was up significantly. Examining specific collections, biographies, graphic novels, picture books, and literacy kits all did very well. Interestingly, DVDs were up 13 percent over last year. Overdrive use continues to increase. The company was recently sold to a private equity firm so we are waiting to see if the business model changes.

#### Programs

The most well-attended adult programs for February were the Escape Room and Book Bites. Both were filled and we ended up turning people away. Splitting the Line Dancing into two groups seems to have worked, and we are getting people to come to both sessions. The gaming and Early Release programs are going well for the teens. The children's program numbers were hurt by the amount of days schools were closed.

#### Volunteers

Forty-two volunteers gave 329 hours in January. Several long-time volunteers have had to cut back on hours.

### **Old Business**

- A. Advocacy – meetings are wrapping up. The April wrap-up meeting is postponed indefinitely.
- B. Alarm System Maintenance - Has been completed.
- C. Roof Leak - Still receiving estimates. We will ask for additional review of the areas.

### **New Business**

- A. Pandemic Policy – A final pandemic policy was written and discussed at our meeting last Saturday. As of today we have approved and fully implemented it. The library closed to the public at noon. Employees are working staggered shifts and some hours will be from home.

We have been monitoring closures across the country, and after receiving a closure recommendation from the American Library Association, and hearing the State Library had closed we decided to close the Gilford Public Library at least through April 6. We will evaluate the situation at that time. Our primary concern is the safety of our employees and that of our patrons. We encourage patrons to utilize the online resources available and we have asked employees to develop novel ways to interact with our community during this time.

- B. Water - Levels of Radon are too high for Village Water District and the remedy is not proposed to take effect until December 2021. We decided to disable the drinking fountain and provide a water station.
- C. Abi Maxwell's last day March 31<sup>st</sup> - We wish her and the family the best of luck in their new endeavor. Thanks for your dedication to the community Abi!
- D. National Library Week – Although plans for National Library Week were well underway we will postpone until a later date. Perhaps utilize those plans for a reopening event.
- E. PLA Report – Mark attended this national conference. He will utilize some of what he learned to further develop our Maker Space program.
- F. Maker Space - vision for the future. We discussed long term development of a dedicated space for these activities.
- G. NHLTA Conference – This conference has been cancelled.

The meeting was adjourned at 11055. The next meeting will be at 3:00 pm on April 3, 2020. It will be held via conference call or facetime if we are still being asked to self isolate.

Note: We held a brief emergency meeting on March 14 to review and approve the draft pandemic policy. Here are the minutes from that meeting:

Meeting was called to order at 1:30 pm. Attendees: Katherine Dormody, Betty Tidd, Mike Marshall, Diane Tinkham, and Alexis Jackson

The draft Pandemic Policy was reviewed and preliminary comments made. A final approval will occur on the 18th.

The Library webpage and signs will announce that starting Tuesday March 17, 2020, all programs and classes will be suspended. This will continue until March 31, 2020, and will be reevaluated at that time.

Fee collections will be suspended through March 31, and reevaluated at that time. This is based on the concern that there is no way to sanitize cash

Additionally:

One employee who is currently in travel status will be directed to self-quarantine instead of returning to work on Tuesday. They will be working from home for the two week period.

Meeting was adjourned at 2:40 pm.

Respectfully submitted:  
Alexis Jackson