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Gilford Public Library Board of Trustees
Minutes of the March 27, 2020 Meeting

The video conference meeting was called to order at 2:34 pm. Participating: Betty Tidd, Katherine Dormody, Alexis Jackson, Mike Marshall, Jack Lacombe and Diane Tinkham.

The meeting was to receive an update on current operations and to discuss future operations during the Covid-19 pandemic.

Katherine provided a briefing regarding the current situation.

"We closed on Wednesday, April 18, 2020, at noon and blasted out on social media and our e-newsletter of the closure. We decided to do curbside delivery until our normal closure of 6 p.m. on that day to give people a chance to stock up and pick up their reserves. Max and Arielle were awesome fulfilling people's orders running back and forth inside and out of the library. Maria and Kayleigh were great in communications getting the word out. My heart was filled with gratitude and emotion seeing the cars lined up in the parking lot with people trying to pick up their last minute library materials. On the following day, Max and Arielle again tag-teamed the rest of our reserve shelf, calling everyone to see if they wanted us to send their items by mail. Arielle ended up taking about a dozen packages to the post office on Thursday. Since that time for circulation, we have been keeping up with the book drop quarantining materials for 72 hours and then cleaning and checking each item in. We have been answering the library phone from 9-5 on weekdays and 10-2 on Saturdays helping people with our remote services.

Outside the library, Kayleigh has been working on our recommended Booklists; updating and sending out the e-newsletter; constantly updating our website, Facebook, Instagram and Twitter; working on a Virtual Escape Room; updating the Quarterly Challenge; attending a webinar; working on setting up other remote library services; and still has collection development duties to work on. Mark has been working on remote services including setting up a Discord Server for the teens; participating in gaming and book readings from 2:30-3:30 every day with the teens; working with me on managing the project of switching from Dewey to Subject Classifications. Jill has been doing a virtual storytime, collection development, re-labeling the children's dvds; planning future programs. Arielle has been working on exhibits for the Children's Room from home, getting books and helping Maria with her storytime, collection development, shopping for supplies. Max has been working on helping Kayleigh to find content for social media and cataloging. And everyone that's in the library has been helping with our huge project of reclassification of the entire non-fiction collection into subjects. We are still in the weeding phase so there is still a lot to do!"

The Trustees are extremely proud of our staff and the work they are doing during this stressful time.

We evaluated the current operations and addressed how we will continue to operate during Governor Sununu's "stay at home" order for NH residents.

A motion was made, seconded, and approved that we will have at least two staff working M-F, 9 to 5 until May 4, 2020.

A motion was made, seconded, and approved that our operations will continue commensurate with the Governor's order and work at home will continue.

Our next meeting will be via video conference on April 10, 2020, at 3:00 pm.

Meeting was adjourned at 3:00 pm.

Respectfully submitted:

Alexis Jackson