

George H. Stowell Library Trustee Meeting Agenda
Wednesday, May 11, 2020 (via Zoom)
6:00pm

- 1) Call to Order - The meeting was called to order at 6:30pm. Richard Scheuer, Kathi Patterson, Laura Cousineau, and Brenda Freeland were present.
- 2) Citizen Comments – Martha Zoerheide joined the Zoom meeting and talked about her wish that the library be opened so patrons can get books - maybe by curbside delivery. Brenda explained the reasoning behind the closure and the fact that most of the libraries that have tried curbside delivery have since stopped. There are too many unknowns about the Covid-19 virus and how long it lasts on library surfaces. Kathi and Richard both emphasized that there are no safety procedures in place yet and no guidance from the ALA or the New Hampshire State Library as to when the restrictions will be lifted.
- 3) Approval of the February 19, 2020 minutes - Richard made the motion, seconded by Kathi, to accept the minutes as posted. Vote was in favor.
- 4) Treasurer’s Report - Kathi reported that the spreadsheet shows the balance in the checking account of \$4,475.12. She has requested our town funds but has not been to the library to check the mail. She will deposit the check when she picks it up.
- 5) Librarian’s Report - Brenda reported that:
 - a. She has been monitoring the email account.
 - b. She has been monitoring websites as they develop procedures for reopening the libraries.
 - c. She has submitted a book order but Baker & Taylor has stopped shipping books. She does not know the status of her previous order and may have to reorder the backordered books.
- 6) Old Business
 - a. Handicap access update – Kathi reported that she had contacted the N. H. Department of Environmental Services for guidance on how much land we will need for our septic system. They replied that since the amount of land needed is dependent on a multitude of factors including the soil type, the depth of the seasonal water table, and what the proposed flow is, we should reach out to a septic designer from the list of permitted designers in our area. She found one on Red Water Brook Road in Claremont and will forward her info to the selectmen.
 - b. Automation update – Brenda stated that the Covid-19 shutdown has affected the process for proceeding with automation of our collection. She will have to contact Mary at the state library about the next step.

- c. Adopt Safety and Security policy – Kathi moved, Richard seconded, and the trustees voted to adopt the policy as written.
 - i. Brenda will check with Kate Freeland to see if she has a Trustee Manual that she can pass on to Laura. Also, Kathi will forward copies of the policies we have approved to-date.
- 7) New Business
- a. Develop reopening protocols – We will work to develop reopening protocols by adapting what has been posted online so we can open safely.
 - b. Develop a pandemic policy – We will review the policies posted by other N. H. libraries so as to develop one that fits our library.
 - c. Meyette donation – Kathi has opened a two-signatures-required -for-withdrawal savings account at the Claremont Savings Bank. She deposited the Meyette check for \$30,000 as a start toward our Building Fund and sent a thank-you note from the trustees to Mrs. Meyette.
 - i. Laura volunteered to work with Richard and Brenda to organize a fund-raising campaign.
 - d. Welcome our new trustee – We welcomed Laura Cousineau as our newest trustee. She will fill the position left when Kate Freeland resigned in March.
 - e. Dehumidifier purchase – Richard will purchase a new dehumidifier for the cellar.
- 8) Correspondence – We received a letter from Dana Parker of California asking for a color picture of our Judge Samuel Portland Chase portrait. He is a descendant. He included a \$200 donation as a thank-you. Brenda sent him a picture from her phone and a thank-you note. We agreed to deposit the check into our new Building Fund account.
- 9) Other Business – We received a donation from the J. R. Liggett Company from their soap sales. It will also be deposited in the Building Fund account.
- 10) Adjournment – The meeting was adjourned at 7:26pm. Our next meeting will be on Monday, June 15, at 6:00pm via Zoom if the library is still closed.

Respectfully submitted,
Kathi Patterson, Acting Secretary