

George H. Stowell Library Trustee Meeting
Minutes
Monday, July 20, 2020
6:00pm

Present: Richard Scheuer, Kathi Patterson, Laura Cousineau, Brenda Freeland.

- 1) The meeting was called to order at 6:00 pm
- 2) Citizen Comments
 - None present.
- 3) Minutes of the Monday, June 15, 2020 meeting were approved.
- 4) Treasurer's Report \$6229.55 balance
 - Spent \$4,628.32 on technology. \$6,534.07 available \$ 1805.76 remaining
- 5) Librarian's Report
 - Not a lot of curbside service request, but people coming in library, following protocols with masks and hand sanitizer.
 - Automation. One more training, and then practicing with new system. Trish and Brenda both doing this.
- 6) Discussion of staffing needs.
 - **Brenda to make recommendations about staffing needs, reporting in over the next couple of months.**
- 7) Richard proposed an **upgrade zoom for the library's Zoom account, costing \$15 month.** It was agreed that the upgrade was needed and would allow us for longer meetings and unlimited participants. **Passed.**
- 8) Old Business: More on automation (move to an online catalog)
 - Final online training session is this week. Practicing with system follows
 - It will go live in August.
 - All barcodes and scanners are in place, and two computers.
 - There are library cards for patrons; these can be entered into system after the go-live date. Library cards can be barcoded as people check out the books; however, most part-time aides won't be able to do this. We do need patron cards loaded in, but it is not absolutely necessary to do that right away.
 - Optimally, most of the high-use collection and the new books can be barcoded ahead of time.
 - We need a table for the second computer.

- State has preloaded books they have as our holdings. Anything recently received is in the system.
- With this system, we don't need the shelf list.
- People have volunteered to help barcode, but not at the point we can barcode books yet.
- Brenda has worked extra hours with this project. **The trustees asked Brenda to submit invoice for time spent in training and extra hours spent training the staff over the next four months that are beyond the 11 hours of library work. Invoice should specify work done.**
- Kathi volunteered to do KOHA training. Brenda will send everyone links if training is available in the cloud.

Old Business: Covid-19.

- Phase 2 is going well. People seem happy to be able to come in the library. We've seen a steady stream, but not crowds.
- Feedback: good to space the days so that Library can de-sanitize itself. Kathi complemented Brenda on the signage. Kathi has been going in and sanitizing once a week. Supplies seem good; Janitor (Kathi) can get supplies. Brenda had purchases two large bottles of disinfectant.
- Little to no curbside pickup requests.
- Open two days per week.

9) New Business

- Pandemic policy progress. Kathi found good one in Jaffrey. Will send that out to us.
- Kathi gave statistics for library building use for septic system.
- Kathi mowed and Tony Newton volunteered to help.

10) Correspondence. None.

11) Other Business. None.

12) Adjournment 7:25 pm

Next meeting August 10 6:00 pm

Respectfully submitted,
Laura Cousineau, Secretary