

George H. Stowell Library Trustee Meeting Minutes  
Monday, August 17, 2020  
6:00pm

Present: Richard, Kathi, Brenda, Laura. Joined mid meeting: Leigh Callahan

- 1) Call to Order at 6:00 pm.
- 2) Approval of the Monday, July 20, 2020 minutes
  - a. Approved as amended
- 2) Citizen Comments
  - a. Everett Cass and Brian Meyette called to ask about who we would be using for preliminary septic tank test. They are OK with the person selected for the test.
  - b. Note: will look for a registered contractor to do the septic work once the test, land, and well location is confirmed. Recommendations will likely be made at the Town Meeting.
- 3) Treasurer's Report
  - a. \$5,313.60 balance. \$1,830 balance in book, and \$200 in video and building. Postage will be \$150. \$1,277 will be technology balance.
  - b. Richard will submit invoice for two months of zoom (\$14.99 mo.).
  - c. Flyers about library automation will be mailed out next Monday, day recommended by postmaster. We anticipate a heavy response. Some new cards with bar codes have been created and others will be created as needed. Password is same as OverDrive number and can be changed by the patron
- 4) Librarian's Report
  - a. Use is up. A lot of traffic on open days. No demand for curbside service.
  - b. ILL (Interlibrary Loan) van returning the backlog of books. No more can be requested at this time. Meriden as requested we wait a week to bring our returns to them.
  - c. KOHA up and running well.
  - d. A couple of people have requested that the meeting time be changed from 6:00 pm. Good time after library is open, when library needs to be heated.
  - e. A patron who paid for copies today expressed concern about the lack of a doorknob on screen door on the inside. It was removed because it did not fit with the main door otherwise.
  - f. Still OK with 2 days per week; no requests for more days. Open three hours, and people using those three hours. Discussion of whether or not we should open more. **Resolved: keep current schedule unless significant changes in the health situation in Cornish.** People who worked other days did not want to change day

- g. One barcode reader received but billed for two. Brenda not getting a response from the shipper or supplier and is also contacting PayPal. She ordered another from Amazon and will pursue a refund for the one that did not ship.
  - h. Kathi has watched all 5 webinars for the KOHA process.
  - i. Leigh joined the meeting. Thanks trustees for the update on the building work that Kathi published in ConnectCornish. Kathi reviewed the sequence of steps necessary to complete the work.
- 5) New Business
- a. Pandemic policy progress. Kathi emailed it to everyone. We will discuss at future meeting
  - b. Job description and advertisement.
  - c. Kathi does not think that the town will accept the increase 64% increase. Discussion followed. Richard stated that we were one of the lowest supported libraries in the state; this hasn't come up in town meeting. How much can we push for given expansion of the library.
  - d. Library job description was discussed. Laura will make edits and resubmit for the other trustee's approval.
- 6) Correspondence. **The Trustees reluctantly accepted Brenda's letter of resignation.**
- 7) Other Business. **Next meeting set for September 14 at 6:00 pm.**
- 10) Adjournment at 7:11 pm.

Respectfully submitted,  
Laura Cousineau, Secretary