

George H. Stowell Library Trustee Meeting Minutes
Monday, October 5, 2020
6:00pm (via Zoom)

Present: Richard, Kathi, Laura, and Brenda.

1. Call to Order at 6:00 pm.
2. Minutes of the Monday, September 14, 2020 were approved after Kathi moved to accept, Richard seconded, and all approved.
3. Citizen Comments – none.
4. Treasurer’s Report – Balance of \$4,414.73 as of September 30, 2020.
5. Librarian’s Report – Brenda reported that:
 - Henry Homeyer suggested we establish a seed library that could use one of our old card catalogs.
 - Cindy Heath has volunteered to organize and maintain it but wouldn’t start this winter.
 - Our larger, 36-drawer card catalog would be used.
 - Stephanie Gaddis can no longer work her 3-hour Saturday shift but would like to be considered in the future.
 - She has placed book order that should cover the next couple of months.
 - She will update our website with a login link to KOHA.
 - More patrons have signed up that have not been to the library before.
 - Due to COVID, we need to decide our Halloween plans.
 - Everything has been barcoded and entered into the KOHA system with the exception of some DVDs.
 - Kathi has discarded many books. We will reorder the ones that were in bad shape but were still being checked out. Laura suggested Better World Books and/or Amazon for the out-of-print copies.
6. Old Business:
 - a. No pandemic policy yet. It is still in draft form but the draft can be used until we determine a final draft.
 - b. Handicap access –The test pit has been dug by Mike Duvall. The cost did not come out of the Library Building Fund as he used town equipment. The site tested well and won’t require a large system. Electric lines in front of Library prevent the digging of a well there but maybe it could go in by the Historic Center; Mr. Dombroski is working on this. We don’t know how much land we will have to purchase yet, but, once we do, the selectmen will negotiate a price with the landowner. Monies can be spent from the Library’s Building Fund with trustee approval; however, if the price is more than the current balance of

\$27,661+, we would need approval at Town Meeting to withdraw enough money from the Library's capital reserve to cover any difference. Everett Cass is the only Cornish resident with the necessary license to build what we need. We may need to get 3 bids.

- c. The Library Position will be vacant as of October 31. There is \$50 allocated in the budget for advertising. We finalized the wording of our ad including the same hours, but with no pay rate listed. Brenda will place the ad on the New Hampshire Library site and the Library listserv for immediate area. Laura will contact the Valley News, the NH Unemployment office, the Windsor online newsletter, and CornishConnect. Brenda will forward any applicant emails to the trustees.

7. New business:

- a. Our slate roof repair contractor has added the library to his schedule.
- b. Brenda will update the "Hit-By-A-Bus" manual.
- c. We will keep the current Wednesday and Saturday hours through the end of December.
- d. Laura suggested we have a check-in meeting on Monday, Oct. 26, at the library at 5:00 pm for the turnover.

8. Correspondence:

- a. A volunteer suggested sending thank-you notes to the people who helped with KOHA. Laura volunteered to write them as she has stationary. Brenda will send her the addresses. Kathi will reimburse for postage.
- b. Brenda has sent the Hanover Garden Club a thank you note listing the books and magazines she has purchased with their earlier donation.

9. Next meeting: Via Zoom on November 16 at 6:00pm.

10. Adjournment – Laura moved, Richard seconded, everyone voted in favor, and the meeting was adjourned at 6:54 pm.