

George H. Stowell Library Trustee Meeting Agenda  
Monday, November 16, 2020  
6:00pm (via Zoom)

<https://us02web.zoom.us/j/6762794413?pwd=cGkzWGVXTmtRQmxDbmpENDNPcE9YZz09>

Meeting ID: 676 279 4413

Passcode: 03745

- 1) Call to Order
  - a) 6:02 pm
  - b) Present: trustees plus stephanie
- 2) Citizen Comments
  - a) none
- 3) Review of Monday, October 5, 2020 minutes
  - a) Postponed until next meeting.
- 4) Treasurer's Report
  - a) Sent out by Kathi.
  - b) Balance includes books received by the end of October. \$258.13 is left in the technology allocation. We assume that KOHA's cost will go up next year, based on information on the 2020 bill.
  - c) Treasurer's report accepted by unanimous vote.
- 5) Librarian's Report
  - a) Stephanie ordered ILL items. Has set up temporary cards for ILL books
  - b) Stephanie attended first LUV (Librarians of the Upper Valley) meeting today on Zoom. These are held bimonthly. Proposes joining rotating collection of books on CD and/or DVD. Cost \$100 annually for each. This included membership. Will be put in next year's budget. There is enough to subscribe to one of the two. The choice will be Stephanie's.
  - c) Stephanie was in the Library for the Saturday hours.
  - d) Stephanie put in a Bywater ticket for an error regarding checking out books that had been put on hold.
- 6) Discussion of COVID case rise in the area, and policies
  - a) Cornish has no current cases.
  - b) Pandemic Policy draft
    - i) Amended to consider closing if cases in Cornish 20 or more.
    - ii) Stephanie was empowered to set a limit on the number of people that can be in the Library at the same time.
  - c) Review Phased Reopening plan – Phase I

- i) Needs to be edited with new KOHA system in mind. Curbside has not been used since July. May need more flexibility in book pick up.
- d) Review COVID-19 Protection Guidelines

7) New Business

- a) Welcome Stephanie McAndrew
- b) Budget review for 2021
  - i) Done near the end of December in the past or early in January. Must be given to selectmen by a certain cut-off date for the town report. Stephanie should contact Brenda to see if she will help write the Librarian's report. KOHA will track some circulation statistics, and some are tracked by the staff on duty. Trustees sometimes submit a separate report.
  - ii) We are waiting on reports to estimate costs for upgrades for multiple options. Will need to get guidance from the town on scope. Will need to do fundraising as well. Stephanie suggested having a foundation for more flexibility for spending and fundraising. Will discuss this again at next meeting.
  - iii) December 28 at 6:00 pm set as date for budget review

8) Correspondence

- a) none

9) Other Business

- a) Decide in December whether to have a January meeting.
- b) Will change to annual plan for Zoom in January. Richard will look into other service as well.

10) Adjourned at 7:28 pm