

Bethlehem Public Library Trustee Minutes – September 14, 2020

Members Present: Doug Harman, Nora Clark, Lisa Ffrench, Sue McClain
Len Grubbs, Barbara Szeidler

Librarian Present: Laura Clerkin

Meeting Commenced at 7:04 PM

Meeting Minutes

Minutes were approved. Motion passed unanimously.

Treasurer's Report

The budget is now favorable by \$5,587.61, due mostly to the building being closed; electricity, programming, and wages are under budget. Reports were accepted. The motion passed unanimously.

Old Business

Nothing to report.

New Business

Doug told the Board that he received an email from David Van Houten regarding adding solar to the library, as part of a grant. The Board was receptive to hearing more details. Doug will ask David for a proposal.

Committees

HR - Nothing to report.

Finance – Len stated that he and Laura began discussing the 2021 budget proposal.

Buildings and Grounds – Nothing to report.

Technology – Nothing to report.

Bylaws and Policies – Nothing to report.

Librarian's Report

There were two donations made to the library. The first was for \$200, by The Willing Workers Society of Sugar Hill. The second was a framed story, written by Maxine Jackson. Maxine was a Library Trustee, and her husband, Alan, was on the Library Building Committee. Maxine passed away earlier this year, and Alan found the story while cleaning. Mike Bruno helped get the story printed and framed and Alan presented it to Laura. The story of the donation appeared in the Courier. Len made a motion to accept the donations; Lisa seconded this. The motion passed unanimously.

The staff use Core Collection books to aid in collection development. These books are published every couple of years. This summer the staff used a free trial of Core Collection online, and found it easier to use and offered more information to make decisions. The annual cost of these databases is \$900 for six databases. Len made a motion to approve the cost, seconded by Lisa. Motion passed unanimously.

Laura asked if she could install a program, such as TeamViewer, to her computer so that she could gain access to files and the marquee remotely. Doug and Lisa recommended Anydesk. Trustees approved. Motion passed unanimously.

VHV sent a Preventive Maintenance renewal contract for the upcoming year. The cost did not increase; \$1,354 paid in two installments of \$677, spring and fall, after the HVAC system is cleaned. Trustees approved. Motion passed unanimously.

The library printer was purchased in 2013 and has been having issues with printing from both the staff computes and laptops. Users get a printer offline message that requires waiting, trying another computer, or rebooting the computer. Laura has also removed the printer from the laptop and reinstalling it. She feels that the printer is getting too old to communicate with the newer computers. Doug thought this

was a software, not a hardware, issue. Laura asked if she could research the cost of a new printer. Trustees okayed the research.

Laura outlined her plan, created with the staff, to move to the next phase of reopening. Plan includes:

- ❖ Opening the building to a limited number of patrons at a time, beginning in October. Open hours would be Tuesdays 10am-4pm, Thursdays 1-6pm, and Saturdays 9am-Noon. Curbside will continue during these same hours.
- ❖ Visits will be limited to a maximum of half an hour.
- ❖ Patrons will enter through the porch door, so that if waiting, they will be under roof. The door will be locked and a "greeter" will let people in and explain the procedures.
- ❖ Masks will be mandatory; those that cannot comply will be offered curbside service.
- ❖ Inside the door, everyone will use hand sanitizer. By doing so, patrons can touch materials as needed and staff won't have to quarantine the items.
- ❖ Signage will show patrons where to enter (porch door) and exit (front door).
- ❖ RE. Patron laptops: Doug suggested starting with one and see what the need is. The laptop will be by appointment, for half an hour maximum. The person using the laptop will count toward the number of patrons in the building.
- ❖ The bathrooms will not be open to the public. The telephone will not be available to the public.
- ❖ Toys, patron catalog laptop, iPads, and most chairs will be removed.
- ❖ Quarantining of items will continue in the conference room.

Trustees felt this was a well thought-out plan. Trustees approved. Motion passed unanimously.

Len made a motion to adjourn at 7:47 pm, which was seconded by Nora and passed unanimously.

Respectfully Submitted

Laura Clerkin