

Minutes for the Paul Memorial Library Trustees Meeting Held on May 11, 2020.

Open meeting: 7:05

Members attending: Win Fream, Jack Parnham, Brendan Johnston, Carl Heidenblad

Meeting notes from last meeting were accepted..

**Treasurer Report:**

- General fund: \$15984.83 March/ \$14526.63 April Statements
- Donation account: \$3894.56 March/ \$3136.46 April Statements
- Petty Cash Drawer: \$83.97 April
- Monthly manifest: \$1759.89

**Budget update:**

No issues at this time.

**Directors Report:**

- Submitted and reviewed

**Reopening plan:**

**Next steps:**

- State Library Association info:
  - Action: Wait to see what the State Guidelines coming out 5/14 suggest.
  - After the state guidelines come out we determine our plan.
- Community note:
  - WF to reach out to BOS and town health official.
  - Send out post card and update via website and Facebook to the community with what we are planning on doing.
    - Brittney to work on this. Reviewed and accepted by the board.
    - Bulk mail permit. For postcard- WF to look into this.
- Phase I.
  - Carl to work with the staff on the schedule.
  - Curbside pick-up only starting 5/25
  - Expectation is this will be very low turnout, but a start.
  - Quarantine books for 3 day based on the Battel study. - Wipe down books.
  - Cleaning- Weekly with Cathy Divine.
    - Call Cathy and let her know. June and July to start.
- Phase II.
  - Expect open up for limited service June 8th.
  - Only 4 in the library at time.
  - Patron Mask needed.
  - Remove chairs.
  - Quarantine books for 3 day based on the Battel study. - Wipe down books.
  - Cleaning- Weekly with Cathy Divine.

**Other:**

- Have available in library:
  - Hand sanitizer.
  - Wipes-
  - Masks-
- staff meeting 9am 5/21

**Votes:**

- WF made a motion to start curbside pickup and initiate action steps stated in the notes to phase in reopening the library: Motion was seconded by all.
- All voted. All agreed. No objections. Motion carried.

**Summer reading program.**

- Online summer reading program? How do we get the word out. Friends? Postcard? Website?
- Brittney and Cory to Brainstorm on this.

**General Items:**

- Discuss friend's communication plan.
  - Action: Invite Lauren to our next meeting.
    - Discuss reasoning and our need for direct communications.

**Maintenance**

- Granite steps- Need Repair.
- These got even worse over this winter.
- Black Stone Hardscapes- Fred Ordway- got quote. Cannot get a hold of him.
- Need other options.
  - Jack to call around for masons.

**Landscaping outside-**

- Take down the two trees out back and plant new ones.
  - Talked to Dave Martin. He is unable to do the job.
- Need to call tree service.
- Need to get quotes for landscapers.
  - Rockcrest- submitted.
  - Stratham Circle-
  - Churchills-
- Get with the garden club to sell the existing plants.

**Sign out front-**

- Call timberline signs. What do we need? What do we want? Etc.
  - Jack to call Timberline.

**Community garden.**

- See updated sign- up sheet.
- WF contacted all the current gardeners to see who is coming back. Most gardeners are coming back.
- Review costs and expenses.
  - \$50.00 country store gift card to Jeff Finestra for the use of his loader for two days.
  - \$\_\_\_\_\_ for the 8 yards of loam from Stratham Hill Circle Nursery. WF to submit charge.
  - \$\_\_\_\_\_ for rough cut timber from Exeter Lumber. WF to submit charge.

**Basement clean up-**

- This is just general clean up of old things and replacing shelves and bins.
- Book sale books. Need to get rid of the books on the stairs.

**Events**

- Summer reading update. TBD

**Wish list-**

- Programing- on going.
- Sign out front- Look at options. What do we need? What do we want? Etc.
- Granite steps.

Meeting Close: 9:00

Next meeting : June 1<sup>st</sup>.

Respectfully submitted,

Jack Parnham