

NEWMARKET PUBLIC LIBRARY

TRUSTEES MEETING

MAY 26, 2020 @ 4:00 PM

AGENDA

1. Friends Report
2. Approval of April minutes
3. Treasurer's Report
4. Director's Report
5. New Business
6. Old Business
7. Next Meeting – June 22, 2020
8. Adjournment

Newmarket Public Library Trustees

Meeting Minutes

*Approved*

May 26, 2020 meeting

**Present:** Trustees Joan DeYoreo, Mary Mahoney, Amy Nicholson, Sarah Stinson, Lisa Zhe, Library Director Carrie Gadbois.

**Not Present:** Friend Liaison Sandy Bonin.

**1. Friends Report -** *Presented by Trustee Nicholson on behalf of Friend Sandy Bonin who could not attend. Started May with \$4658.92, made deposits - \$187.05 from DB Commerce (book sales) and \$114, ending the month with \$4732.47 total. Friends did not meet in May.*

**2. Minutes -**

*Trustee Mahoney made a motion to approve the April 27 meeting minutes as amended, seconded by Trustee Mahoney, unanimously approved.*

**3. Treasurer's Report -**

*Trustee Zhe made a motion to approve an expenditure of \$221.04 to Seacoast Business Machines for overages for the color printer for the quarter, seconded by Trustee Stinson, unanimously approved.*

*Trustee Mahoney made a motion to approve an expenditure of up to \$400 for trustee membership dues for the New Hampshire Library Trustee Association, seconded by Trustee DeYoreo, unanimously approved.*

*Trustee Stinson made a motion to approve the treasurer's report, seconded by Trustee Mahoney, unanimously approved.*

**4. Director's Report -** Carrie said the summer reading program will be held virtually. Judy Pancoast already signed to do her puppet show; she agreed to do virtually. Looking for one other performer to do a second virtual

performance. Emily Stern (librarian at Newmarket Elementary School) said she will get the info to her classes about the summer reading program. Two books orders arrived, Jane brought home and covered them, they are ready to go. Started taking returns of books last Friday. Books coming into the drop on two tarps. After discussion, agreed to start doing curbside pickup as of June 1st. Plan for Mon/Weds/Fri/Sat from 10 a.m. to noon and Wednesday evenings from 4 p.m. to 6 p.m. Books will be wrapped in paper, put on a table outside the front of the library with patron's first three initials of last name and first initial of first name (for confidentiality). Will be sure only two staff people in building at any given time. Masks on order. Steve Fornier is organizing a town-wide meeting on reopening. Will check to see if we can require masks, other safety details including limiting number of people in at one time, cleaning of computers, etc. Perhaps put fliers in with books on table at curbside pickup advertising summer reading programs. May get a baby monitor for questions if Carrie feels necessary so patrons can ask questions safely. Will do summer reading program for adults as well with local restaurant gift cards as prizes. Children's room bathroom was just painted and toilet replaced, Certa-Pro just plastered the meeting room.

**5. Old business** - Trustee Stinson said she is continuing to research ADA requirements for the ramp out front, but she does not think from what she's learned that the steps at the center would be approved because of compliance. Steps would need to be offcentered. She is awaiting response from Northeast Passage.

*Meeting adjourned at 4:58 p.m.*

*Next meeting will be Monday, June 22nd at 4 p.m.*