

**Effingham Public Library  
Board of Trustees  
June 9, 2020 Meeting Minutes**

The meeting was called to order by Grace Fuller at 6:10 p.m. A quorum was present.

**Present:** Grace Fuller, Pat Piper, Erik Jones, Jen Van Cor, Heidi Foy, Sue Regal (Alternate), Crystal Hoyt (Ex Officio), Aysia Morency (Staff), Cheryle Feirick (FEL President)

**Absent:** None

**Members of the Public:** None

**Friends of the Effingham Library Report**

Cheryle reported that a Friends meeting will be held, using the Zoom online platform, on June 10, 2020 at 6:00 p.m. An invite with instructions on how to join will be sent out by Katie McCarthy, Friends Secretary.

In addition, a meeting will also be held on July 8, 2020 at 6:00 p.m., hopefully in person at the Library, but if not, then again, utilizing Zoom.

Cheryle also reported that:

- they are working on setting up a Friends specific email account.
- the Friends will be reviewing their bylaws and the Friends/EPL MOU with the hope that the MOU can also be discussed at the July Trustees meeting.
- they are still working on/planning for the Author Tea in September. Venue is still the major issue, particularly with the restrictions resulting from social distancing recommendations.

**Review of Meeting Minutes**

The minutes of the May 12, 2020 meeting were reviewed. There were a few small corrections. Heidi moved to accept as the minutes as corrected. Seconded by Pat. Passed and carried.

**Treasurer's Report**

Pat presented the financial reports in a new format that should be easier to follow. After brief discussion in which concerns were raised that expenses encumbered in 2019 and income received in 2019 were showing up in the 2020 reports and the need for some corrections to be made, it was decided that the reports will be reviewed again at the next meeting.

Unanticipated funds in the amount of \$50.00 (which represents the sale of the table and small chairs from the Children's Room) have been received. It was moved by Heidi to accept the unanticipated funds. Seconded by Jen. Passed and carried.

## **Library Director's Report**

Crystal presented her report, noting that after a dip in April, the number of downloadable books rose again in May.

**Curbside Pickup** – The revised and refreshed curbside drop off and checkout system seems to be working well. The directional signage has been received and hopefully will be installed soon, which should help with the few incidents of “wrong way” driving.

**Summer Learning Grant/Summer Reading Program** – Aysia reported that the \$500 Summer Learning Grant which she applied for through the NH State Library for STEM related activity kits has been approved! *Congratulations and well done Aysia!* These kits, which will include activities such as weather, magnets, robots, electricity/circuits, etc. will be paired with books for the Summer Reading Program (SRP) and placed in backpacks for checkout. Priority for the kits will be given to children/families who are signed up for the SRP and once it has concluded, they will be available for checkout for all patrons. The grant will cover the cost of the backpacks and activity kit contents but some money will be spent to purchase books on related topics, as the Library's current titles are either out of date or non-existent. In addition, an additional kit was sponsored/put together by Green Mountain Conservation Group. The idea of approaching other non-profits in town to sponsor a kit, with a theme related to the activities of their group, was suggested.

Aysia also reported on the Summer Reading Program (SRP), which will begin July 22 and last four weeks. Take home kits with SRP materials including reading logs, recommended titles, and instructions/supplies for activities will be handed out to participating children/families on SRP days, which will be scheduled to coordinate with curbside pickup days. She has been working with the school to get information on the SRP placed in items being sent home to students during remote learning and will be setup at the school on Monday, June 15, 2020 when students and parents are scheduled for end of year return of materials/equipment, where she will be promoting the SRP by handing out information and sign up forms. The idea of also handing out some type of craft or activity as an enticement was suggested.

## **Old Business**

### **Sub-woofer and remote control**

No update.

### **Wireless Boosters**

No update.

### **Phased Reopening**

Plans for a phased reopening were briefly discussed. Crystal referred Trustees to the plan developed by the Cook Memorial Library in Tamworth, with the suggestion that we might start allowing patrons to make appointments on one day a week to make use of laptops and/or printing and faxing services. It was decided that this topic was too big to effectively handle as part of the meeting and that tabling it to

be delved into at the Work Session on Thursday, June 11, 2020 was best. The time of the Work Session was adjusted to start at 5:30 p.m. in order to enable the most number of Trustees to attend.

*Making a Splash! 2.0* – Also discussed were ways in which we can engage/reengage with patrons and to get the word out, that while the building might be closed, the Library is NOT and that many services are still available to them. Crystal and Aysia reported that additional content has been added to the website and that we have joined, in cooperation with other libraries, two new services, Readsquared and CreativeBug. Aysia is still taking some training on them both and should be able to give a better idea of what they can offer to patrons soon. Some other suggestions included a mailing and website content such as videos, trainings, and virtual art exhibits. It was stressed that we may want to try to focus people away from their screens and out into the community and also that we need to be sure we are providing offerings for adults as well as children.

## **New Business**

### **Tele/Video Conferences**

Grace has been attending various library and COVID related online and/or telephone conferences. She does screen captures when possible and makes notes on them. She will send these out to all Trustees as available so that those who might not be able to attend on their own, can benefit.

### **Library Director Evaluation**

Grace requested that all Trustees review the Library Director's job description and evaluation form, which can be found in the Trustee Manual, and provide evaluation feedback to Grace for the next meeting. How often evaluations should be conducted was discussed briefly. Current policy is annually on or around the anniversary of the hire date. More frequent evaluations might be beneficial for all.

## **Adjournment**

Jen moved to adjourn at 7:48 p.m. Seconded by Heidi. Passed and carried.