



**Whipple Free Library**  
There's Always Another Chapter

## **MINUTES FOR LIBRARY TRUSTEES MEETING**

August 18, 2020

**Present (on Zoom):** William Gould, Dick Backus, Sarah Chapman, Tom Rothwell, Betsy Whitman, Kate Fitzpatrick, Lorraine McKim, Dick Jardine.

### **Review and approve prior minutes**

The June minutes were approved by the Board.

### **Treasurer Reports**

- Part-time salaries are over budget at this time, but that is compensated by the under-budget amount for full-time salary.
- The electrical bill is remaining constant, due to the solar installation.
- Income totaled just over \$1,000.

### **Trustee Replacement**

- Craig Anderson has resigned as a trustee and Lorraine Kim has stepped up to serve in his stead.
- Kate volunteered to organize a farewell gathering for Craig. Betsy stepped up to help.

### **Library Director's Report**

- Sarah provided a number of items to discuss:
  - A thank you note was sent to Barbara Thompsen and additional thank you notes purchased.
  - A donation of \$250 was made for the Nola Page fund.
  - Stephen is leaving the library to take an assistant director position in Raymond. Ken Ballou can replace Stephen, to include management of the library web site. The staff and trustees will contribute \$150 for the purchase of an Amazon gift card as a departure gift for Stephen.
  - The state ILL vans are servicing libraries once again
  - Hoopla has been functioning as expected.
  - The Town Select Board wishes to use library meeting rooms. Dick J suggested that the Select Board formalize how they plan to use the facilities and submit a detailed description of how they are to implement the current protocols of the State.
  - The hot water heater is not functional, and Dick Backus has agreed to coordinate with Jordan Hill at Sarah's recommendation. Tom recommended Andy Phillipi of AMP as an additional contractor, and Dick will contact him as well.
  - Plexiglass installation for COVID-19 barriers at the circulation desk and the children's librarian's desk is an issue. The plan developed by the contractor hired by the Town does not seem acceptable for our purposes. Sarah is soliciting ideas from the Hilltown libraries to learn what they are doing.
  - The copier lease with NEC is expiring. Jennifer will reach out to some of the copier contractors that the Town currently use to find the best option.
  - The usual summer activities for children have been conducted online where possible.

- Adult services have also been conducted online. Humanities Council presentations may be scheduled for the fall online.
- Some patrons who work are finding the existing hours of the drop-off not accessible. The library staff will be investigating options, to include shifting or extending hours.
- Sarah has attended lots of meetings to stay on top of the COVID-19 situation as it affects libraries in NH.

#### **Human Resources (and Little Free Library) Report**

- The Girl Scouts may soon be meeting in small groups, but the Little Free Library project remains on hold for the time being.
- Kate continues to revise the personnel policy and continues to coordinate with Sarah.

#### **Project Reports**

- Solar Display: There is nothing further to report as Jennifer is awaiting updates from the contractor working on the solar display inside the library.

#### **Facilities Report**

- Nothing to report.

#### **Friends Report**

- Nothing to report.

#### **New Business**

- No new business.

The Board adjourned at 8:07.

**Next meeting is September 15, 2020 at 7:00 p.m.**

Respectfully submitted,



Dick Jardine, Secretary