

## Friends of the Keene Public Library Board Meeting March 11, 2020

The meeting was called to order at 7:29 p.m.

**Present:** Jill Cielinski, Jan Manwaring, Sally Rinehart, Michelle Fuller, Paul Ledell, Mike Chelstowski, Marti Fiske, Dave Meader, and Jen English

**Absent:** Kathleen Chertok, Marilyn Gemmell, and Kathleen Kennedy Burke

**President's Remarks:** Jill welcomed Jan Manwaring to her first meeting as a board member.

**Secretary's Report:** It was noted that any corrections or omissions have been communicated directly to Kathleen Chertok. There were no other omissions or corrections noted. *Sally Rinehart made the motion to accept the minutes as presented. Mike Chelstowski seconded the motion. All approved.*

**Treasurer's Report:** Jill provided copies of the financial reports that Marilyn had previously emailed to all board members. It was noted that the miscellaneous expense is the final payment to Julie Dickson. Jill mentioned that there are only two outstanding pledges on the campaign.

**Director's Report:** Marti provided the following information/updates:

COVID-19: Staff are to wipe down service desks at the beginning of each shift or more often, especially if the shift is over 3 hours. Staff are advised to wash their hands thoroughly and often. Hand sanitizer is wall mounted in staff break areas. Lysol wipes are available for public computer users.

We are discussing steps on a continuum as preventative measures based on recommendations from NHDHHS as things develop.

The next steps would include these increasing levels of precaution: Ask public to hold their library cards/ID for scanning and review instead of handing them to staff. Have the public hold the materials for scanning by staff and demagnetized the materials themselves. Putting away shared toys in the youth area. Wiping down plastic surfaces of library materials returned when someone identifies a member of their household was sick.

The highest two levels would be to cancel programs, then close to the public. If the library has to close to the public, there are a number of projects that could be done within the closed building such as weeding collections, collection inventories, organizing programs materials, etc. that would employ staff who are healthy.

STAFF UPDATE: Jennifer Momaney will join the staff next Monday March 23. She will be working part-time in the Youth and Reference Departments. She has an MLIS from Simmons and has worked in a school library and summer reading assistant.

The hiring committee will be reviewing application for the Assistant Director position next Tuesday. We plan to do first interviews during the week of March 30.

Discussion items during the Director's report:

- Precautions needed for book transporting and sorting due to coronavirus? We should encourage frequent handwashing to volunteers.
- Colleen is still recuperating but has returned to work on a part-time basis.
- Solutions to the HVAC issues are still in progress. There has been improvement to reduce noise levels in performance areas.

**Trustee Report:** The Trustees did not meet last month.

**Finance:** Paul noted that the finance committee will meet on March 25 at 5 p.m. to discuss current investments and investment policy. Any recommended changes will be brought to the full board for consideration.

**Newsletter Committee:** Jen reports the spring newsletter is currently at the printer and should be in the mail within two weeks. Planning for the summer newsletter will then begin.

**Book Sale Committee:** Jill will send the book sale shift sign-up sheet to board members by email. There are enough books needing sorting and pricing that a sorting day may be scheduled for April (after the donation bin closes and before the sale). Mike will check with Rotary/Interact for volunteers for the spring sale. Paul will ensure the sign is placed in front of the post office at the appropriate time.

There was discussion of changes or cancellations in light of the COVID-19 issues. At this point, it is business as usual. The Library and City are continually monitoring the situation and implementing recommendations and guidance as provided by appropriate state agencies, including those relating to public events. The Friends will follow the same guidance.

#### **Other Business:**

The mayor's meeting with the Trustees has been rescheduled to March 24 at 5 p.m. The Friends are invited and can use up to 10 minutes for their presentation to the mayor.

A meeting will occur next week to continuing planning the appreciation event.

Jill asked for at least one board member to attend the Keene City Council meeting on April 2 at 7 p.m. to accept the proclamation from the mayor for the book sale. Marti will be attending the meeting and offered to do this with a board member. Any interested board members should contact Jill.

*The meeting was adjourned at 8:12 p.m.*

**Upcoming meeting dates:** 2020 dates are 4/8, 5/13, and 6/10