Lee Public Library Board of Trustees Meeting

Wednesday, July 8, 2020

at 5:30 pm Eastern time via Zoom

    Meeting ID: 4764520503

    Password: 675752

    Or via Telephone

    Call: 1-646-558-8656

Attendance: Cammy Knightly, Annamarie Gasowski, Peg Dolan, Katrinka Pellecchia, Tom Coakley, Deborah Schanda, Ruth Eifert – Library Director

Meeting called to order at 5:30pm.

Approval/additions to the agenda: There was a spelling mistake in June’s minutes, pending this correction, minutes are passed.

Minutes of previous meeting: May 13, 2020. Motion to accept. Katrinka/Annamarie. Roll call vote. All in favor. PASSED.

Treasurer’s Report: Balances as of May 31 –

Operations: $3688.60

Non-lapsing: $5209.71

CD: $6934.06

$2695 in Memorial Donations

Invoice from SMP for $2920 for June. Vote to accept and pay bill. Roll call vote. All in favor. PASSED.

Katrinka motions to move to public session to accept donation. Annamarie seconds. $100 Memorial Donation to be split between Kathie and Dottie. Roll call vote. All in favor. PASSED.

Library Director’s Report:

Status of Library During Pandemic –

Statistics/Circulation Data – June has been pretty slow in terms of circulations. Materials are trickling back in. Many patrons don’t understand the 72 hours of waiting before being able to check materials back out. 6-8 people coming in per day the first week of reopening, not many people the week of 4th of July, and 12-18 people per day this week. Overdrive is doing really well, 740 for the month. There have also been a lot of audiobooks being checked out.

Reopening Report – Hours right now are Monday, Tuesday, Wednesday 12-7. Michelle suggested changing to 11-7 so that she can work an 8-hour shift. We discussed the hours, and decided that the earlier close time makes the most sense, but with too many changes, it may confuse people because there’s no way to determine how long these hours will last. Annamarie suggested encouraging patrons to call ahead to see how many patrons are there before going in through the Bookworm.

Staff Work Schedule – Judy is now working 34 hours per week. Michelle is still working her full-time hours. Ruth would like to move Judy into a full-time position possibly come Fall. Without replacing Cheryl, the library would have the money to support this move, the Board of Selectmen would just have to approve for the benefits portion. This would also require a little bit of schedule re-arranging for Saturday’s. All hours the library is currently open are currently covered. Motion to open 11-7 Monday, Tuesday, and Wednesday. Annamarie/Cammy. Roll call vote. All in favor. PASSED. Ruth is going to update E-Crier information to include the change of hours.

Report on Programs: Book Group and Summer Reading – Summer reading program kicked off virtually with 60-ish kids in attendance.

Report on Research of Application for Grants/Historical Designation: Tom has looked into Project for Historic Recognition. Land Community Heritage Investment Program (LCHIP) is a grant matching program. Upon researching, he discovered Barrington Library had received funding through this. He found a few grants that offer funding for enhancing programming, repairing equipment, etc. Pursuing Historical Recognition is a first step because it seems that getting that recognition would help secure grants that require the designation. Tom also found a program through UNH that will assist people in writing and securing grants.

Jason with SMP:

Jason shared an updated plan based on the last meetings input. Jason said that coming to tour the facility was immensely helpful in determining what could be done with the space and the cost estimate. They also discussed moving the lift to help the flow a little more, and Jason agreed with that and moved it to accommodate a better flow within the space. They simplified the entryway with just one ramp out, he likes the idea of one unified entryway for everyone, which is possible with one longer ramp. The ramp still allows access to the bulkhead. The vestibule has a possible book sale section. Moving through the vestibule is still the same from the last design. What Jason discovered during the walk through is that the basement doesn’t match up perfectly with the first floor. Because of that, it creates a little blank space and the lift had to be moved further into the young adult space. But that blank space can be turned into a closet. Ruth asked how the elevator would impact the furnace, Jason showed that it fits with a little bit of room to spare. He doesn’t think that it would take any extensive duct work to make it work, either. He was able to fit more stacks in the basement than he had anticipated. Jason walked us through a virtual tour of his plan for the library. Jason plans to have a budget for the next Trustees meeting in August.