

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for May 20, 2021

Members Present:

Jennifer Gumlaw, Chair  
Steve Anderstrom, Trustee  
Shannon Horn-Eldred, Trustee  
Tracie Scott, Director  
Stacy Stout, Town Administrator

The Chairman called the meeting to order at 12:57

### Old Business:

- Approval of Minutes for April 15, 2021 Library Board Meeting
  - o Jennifer moved to accept the minutes from last meeting.
  - o Steve seconded.
  - o The motion carried.
- Director's Report (See Attached)
  - o Maintenance
    - The old desk was removed from the library's property. Someone from the church hauled it off.
    - Kate, the volunteer grounds worker, has been working on the gardens.
    - The large pile of dirt near the parking lot came from where the dirt was removed to put in the new sidewalk at the Town Hall. It can be hauled off or dispersed however the library chooses.
  - o Recent & Upcoming Events
    - 2021 Summer Reading Program
      - Program will run from July to August.
      - There will be no kickoff program this year due to ongoing COVID-19 concerns.
      - All weekly events have continued to be cancelled due to COVID-19.
      - Community Book Club continues via ZOOM this month.
      - All supplies and prizes have been ordered and received.
  - o Staffing
    - The library's Saturday hours have been expanded from 10-2 to 10-4.
    - These new hours will be covered by Sam.
  - o Etc.
    - Salvation Army did a pickup from the library on Friday, April 30<sup>th</sup>.

- Winter weeding has been completed; weeding will be maintained as needed throughout the summer.
- McAfee Firewall for Director's Laptop
  - Tracie has been getting notification of expiration.
  - She is going to pay for the renewal using her credit card, and then she will submit an expense for reimbursement.
- Museum Passes
  - Expired passes have been renewed.
  - MA State Park pass has been added this year.
  - GO Pass has also been added this year.
    - This is a pass that covers many smaller attractions in the area.
    - Some attractions are free, others are discounted with this pass.
    - Cost was \$200
- Large order placed with Penworthy
  - This order contains replacements for out-of-date books that were weeded out of the library.
  - This order also contains Learning Kits (Educational Bags) for various things.
    - These bags will be kept on top of the shelf in the children's area.
    - They will be kept zip-tied while in the library, and there will be a label outlining the contents of the bag.
    - When they are checked out, the zip tie will be removed.
    - When they are checked back in, the staff will ensure that all pieces included with the bag are present.
- Selection of the Best of Kirkus children's nonfiction, fiction, etc. have been ordered.
- Looking to add one or more streaming service(s) to library amenities.
  - Hoopla / Kanopy
    - These are video streaming services (similar to HULU, Netflix, etc.) that allow movies to be streamed.
  - Mango
    - This is a streaming service aimed at helping people learn new languages.
  - Freegal
    - This is a music streaming service.
- Large Print (LP) connection shelving has been expanded.
- DEMCO order placed
  - General library supplies & circulation materials
  - Spinning magazine Rack
  - Craft supplies
  - Separation screen to put between the two public computers
- Tantasqua HS / MS summer reading lists have been obtained by the library.
  - These books are going to be requested via Inter-Library Loan (ILL) and will be available for checkout on the library's hold shelf.

- Library's page on the town website has outdated Mission Statement.
  - Shannon will locate the updated Mission Statement, and he will send it to the other board members.
  - It will then be sent over to the Town Hall (with any changes we want to make) to be updated on the website.
  - Tracie has added a new page for Museum passes.
  - Tracie has added a new page for magazines.
  - Stacy did let us know that the town is looking at updating the pages to have a more uniform look and feel. She said they will be reaching out at some point to discuss the page.
- May new items were ordered.
- Vouchers will continue to be submitted weekly and signed by Trustee Steve Anderstrom until the end of the Fiscal Year.
- Library Opening to the public
  - The town hall is opening to the public as of June 1; the library will follow that same schedule.
  - The inside of the building is all set and ready for the public.
  - Masks will continue to be required at the library in order to protect the many children not qualified for the COVID-19 vaccine who utilize the library.
  - Computer times may be lowered from 30 minutes to 20 minutes.
  - Library Bathroom.
    - The question was raised as to whether the library bathroom can be closed to the public.
    - Stacy offered to look into that for us and will let us know.
- Handicap Door
  - The warrant for the new door stands at \$4,000. This is due to it being a transfer from one account to another, so the amounts had to match.
  - Steve spoke to the new building inspector (BJ Church) regarding this project.
  - BJ stated that if we start the door in order to make it ADA compliant, then we will be forced to make updates to bring the entire library up to ADA compliance.
    - Tracie is going to reach out to BJ to have her come look at the library so she can let us know what else, if anything, will need to be done to the library to bring it to ADA compliance.

New Business:

- None

The Chair ended the meeting at 1:55 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary

## **Director's Report    May 20, 2021**

### **Maintenance:**

- The old desk was removed from the library yard.
- Volunteer Kate has been working on the gardens and grounds and everything looks great.

### **Recent & Upcoming Events**

- 2021 Summer Reading Program will run July-Aug. No kick-off program this year due to ongoing changes with COVID-19 guidelines. Optimistically hopeful for scheduling outdoor summer programming during SRP.
- All weekly events have been cancelled due to COVID-19
- Community Book Club scheduled for June 14 at 1 pm via Zoom

### **Staffing**

- Saturday hours expanded from 10-2 to 10-4 and will be covered by Sam.

### **Etc.**

- Prizes and supplies were ordered and received for the Summer Reading Program.
- Salvation Army picked-up donations in the shed on Friday, April 30.
- J FIC and J Series weeding completed and concludes the "winter weeding" of the entire library. Weeding will be maintained as needed throughout the summer.
- McAfee fire wall for Director laptop to be renewed.
- Museum passes re-ordered and new passes added.
- Large order placed with Penworthy for nonfiction children's books and steam learning kits for circulation.
- a selection of the Best of Kirkus children's nonfic, fic, GN, middle grade, ordered.
- Looking into ordering one or more of the following services: Hoopla, Kanopy, Mango, Freegal.
- LP collection shelving expanded.
- Large DEMCO order placed and included general library supplies and circulation materials, a spinning magazine rack, craft supplies, and a separation screen for the public computers.
- Summer Reading lists for Tantasqua High school and Middle school were obtained. The books on the lists are being requested via ILL and will be available for check-out on the HPL hold shelf.
- Library page on town website in need of updating. Town Hall contacted.
- May new items order was placed.
- Vouchers will continue to be submitted on a weekly basis and signed by Trustee Steve Anderstrom until the end of the FY.
- Website, FB, and HCC eblast continue to be updated regularly.

## **MONTHLY STATISTICS   April 2021**

*Curbside Service only due to COVID-19*

### **Attendance**

Patrons - 135

Computer use - N/A

Reference questions - 72

Copies & Fax – N/A

### **Programs**

- Story Time
- Community Book Club
- Construction Crew with LEGO bricks
- Crafternoons
- Knit & Chat
- eBook Help

**Total # of programs:** N/A

**Total # of attendance:** N/A

**ILLs received:**    80

**ILLs sent:** 140

**Home visits:** 2