

## **Peterborough Town Library Board of Trustees**

### **Draft Minutes**

**November 19, 2020**

**Meeting called to order:** 6:30 pm – Location on Zoom virtual platform

**Trustees Present:** Marcia Patten (Chair), Laura Hanson (Secretary), Karen Struthers (Treasurer), Ron Drogy, Deb Caplan (alternate) & Greg Kriebel (alternate)

**Others Present:** Corinne Chronopoulos (Library Director), Ron McIntire (1833 Society) and Audrey White (1833 Society)

**Minutes from October 15, 2020 meeting accepted. KS, LH**

**September 30, 2020 and October 31, 2020 Treasurer's reports approved. LH, KS**

#### **Director's Report Highlights**

- Work is being done to update the library's ILS (koha) system which stores all the patron and collection information. The PTL recently left the state's koha group and is on their own server with direct support from Bywater. Busy making sure all the digital services connections, like Hoopla, are correct so as not to interrupt patrons from accessing the library's services.
- All of the library's core services are running smoothly. At this point, Corinne feels there is no need to add or decrease services.
- Inventory of all fiction and 80% of non-fiction has been completed. The next steps are to remove any items that meet the library's criteria for "weeding." After this maintenance is complete, the library will begin the project to recategorize all non-fiction.

**Motion to accept the Director's Report. KS, RD Motion Passed**

#### **1833 Society Report**

Ron McIntire and Audrey White reported for the 1833 Society. To date, \$184,590 still needs to be raised towards the \$8.5 million goal and there are plans to raise this amount by December 31<sup>st</sup>.

The 1833 Society didn't receive an LChip grant.

Currently, there are two sub-committees. Peggy VanValkenburgh heads-up the furniture committee and has sent out 100 personal letters to ask for donations towards furniture and fixtures for the new library.

The second committee, chaired by Audrey, is the donor recognition committee and is working on how to honor all campaign donors.

The construction is on time and on budget. The building will be fully enclosed some time in January and the 1833 Society has asked if the 1833 Society and Trustees can do a "walk thru." Corinne is planning on a date and time.

There are two campaign appeals in the month of December. Giving Tuesday, an online appeal, is on Tuesday, December 1<sup>st</sup> and a final community appeal will mail in December.

In preparation for the town's January 26<sup>th</sup> budget committee meeting, Corinne reviewed next year's budget with the Board, including a detailed plan for staffing the new library and the staffing costs.

### **New Business**

Corinne presented a revised Pandemic Response plan/policy with five phases. Since the pandemic has worsened over the last few weeks, there was a lengthy discussion about possibly reducing services, especially regarding browsing of new items. The Board fully supported Corinne in future decisions about policy roll-backs. She was planning to talk with her staff to gauge their safety concerns.

### **Other Business**

**Motion to adjourn made at 8:00 pm KS, LH**

**Next meeting: Thursday, December 17<sup>th</sup> at 6:30 PM (on Zoom)**

Respectfully submitted, Laura Hanson