

NPL Friends Meeting (Zoom meeting with Board and key members)

May 11, 2020

Attendees:

Jill Angel
Judy Blachek
Sue Carey
Carol Eyman
Vickie Hill
Lara Moody
Margie Morse
Michelle Podsiedlik
Jenifer Smith

Next meeting: June 8, 2020 (Zoom)

Review of April meeting minutes: Approved

Treasurer's Update for April 2020 & Petty Cash: Approved

- Note that during the shutdown we will provide quarterly updates for financial status.
- We did have a net gain of \$100 over the month due to a donation from an unspecified donor.

Membership:

- 134 as of May 11, 2020

Infrastructure Update

- Summer author virtual presentation – Ted Reinstein on Tuesday, August 18

Director's update (Carol Eyman)

Eventbrite link: <https://www.eventbrite.com/e/beyond-the-book-an-afternoon-with-jamie-ford-tickets-102712662338> Fee is \$1.26 per ticket

- **Plans for gradual reopening**
 - The library will not open until after Governor Sununu's stay-at-home order expires on May 31 and Mayor Jim Donchess orders the reopening of city buildings.

- **Books by Mail**

Eligibility will be expanded to include people at high risk for contracting COVID-19.
- **Safety precautions**

Procedures for curbside pickup and for quarantine of returned materials will be based on best practices being developed by the Institute for Museum and Library Services and OCLC. Staff will wear face masks and request the public to do likewise. Public health staff will inspect the work spaces for safety before opening. Seating for public will be removed.
- **Self checkout**

To reduce the risk of infection for library staff and customers, self-checkout stations will be installed at our main desk. We will ask customers to use those when possible.
- **Computers and meeting rooms**

Making public computers available is a priority. Seating will be available at every other computer, to maintain social distancing.

Meeting rooms will be available to the public at a later date, since group gatherings will still be discouraged. Rooms in the Chandler Wing will temporarily be used as work spaces to allow social distancing of staff, and for quarantine of returned materials.
- **Programs**

Some summer reading programs will be presented virtually from the library website. Curbside pickup will be available for materials required to participate in hands-on activities. All summer concerts have been canceled.
- **Plaza renovation**

\$340,000 of the \$800,000 budget for Phase I (grading, power and water extension, new lighting, new pavement) is firmly in place. Trustees authorized \$47,000 to be spent from trust funds on the project. It's possible that city escrow funds (unspent money allocated for FY2020, which ends 6/30) could be used, but the aldermen would not voted on that until August. So construction will probably have to be postponed until the end of summer.
- **Staff**

John Milton from the circulation department is retiring as of May 31. The city has instituted a hiring freeze.

Financial Requests/Grants - NONE

2020 Nashua Reads virtual presentation update

- The committee is working out details for what it means to provide a virtual presentation, including the following:
 - Do not charge for event; ask for donations
 - When do we announce the title? Do we have a Facebook live event? Can we get something from the author for this?
 - We will not need to pay for travel
 - Confirm whether or not to use interview format
 - What platform do we use?
 - We would need an IT library staff member available
 - Do we arrange for signed book plates?

Miscellaneous details:

Action Items

Sue	Find out if library staff (Jenn Hosking) would support us bringing in a kids author – STATUS: waiting for response
-----	--------------------------------------------------------------------------------------------------------------------