

Board of Trustees Minutes

1/11/2021

Submitted by Becky Hall

Absent: Jen, Sabrina, Linda, Jean

Present: Liz, Marcia, Becky, Amy

Meeting open at 7:05 pm via ZOOM

Secretary report: Minutes for December were emailed to trustees

Treasurer report: reports were emailed to trustees, bills paid and up to date, ADP with accrual for PAID/UNAID SICK LEAVE updated, raise increases updated at ADP

Director report:

December was our first full month of curbside only service since we reopened June 15, 2020. It was a good month. We recorded patron contacts in two ways throughout the month. For each day we tracked non-in person contacts via phone (we had a few facebook messages later in the month and added those contacts to the phone category).

Both Tuesdays and Thursdays we had the most contacts as it is on those two days that we receive deliveries from NCLS for our patrons. The weeks broke down as follows:

12/1- 12/5 15 Phone contacts, 16 Curbside Pickups

12/8-12/12 25 Phone contacts, 22 Curbside Pickups

12/15-12/19 28 Phone contacts, 14 Curbside Pickups

12/22-12/23 (We were closed 12/24-26) 16 Phone contacts, 10 Curbside Pickups

12/29-12/31 18 Phone contacts, 8 Curbside Pickups

Patron contacts are being recorded a little differently beginning this month. We are separating them into Phone, Email, and Facebook message.

From 12/8 to 12/23 we offered holiday themed TAKE & MAKE kits for children. 60 kits were picked up. We also offered a holiday grab bag, 5 paperback novels to share. Of 6 bags total 3 were taken.

Total item circulation (Physical ITems borrowed) was 314.

eAudiobooks = 27, ebooks 43, emagaziines 6

December wireless usage was at 222 for the month up from a low for the year of 174 in November.

TAKE & MAKE PROJECTS are now announced on Saturday mornings on Instagram and facebook at 7:15am. Details are published on our website. This past Saturday,

January 9, we offered mugs to color with a set of 8 markers. We had 12 and handed out 12. One parent donated \$10 to help keep kits coming.

I have started to offer virtual morning meets for patrons to zoom in and chat, ask questions, etc... I had no participants on 1/5 and 1/7. This will be available this month on Tuesday and Thursday mornings, this week only on Tuesday as I have an appointment Thursday morning.

Next week we will begin our Easy Knit & Purl series. Details on our website with downloadable instructions for those interested.

Virtual stories for children are on pause. In December I posted 4 stories and only 1 caregiver and child viewed them. I may try to do a zoom story at a later date.

CURBSIDE SERVICE is changing beginning this week. Out of safety concerns Barb and I will no longer be leaving the building to hand-off items to patrons in their cars. Instead a table will be placed outside the main entrance and patrons will have to get out of their cars to grab their items.

Old Business: Need to do Long Range Plan

Voted Liz, Marcia and Sabrina back on the board for another term. Becky made the motion, Marcia 2nd everyone aye. (missing board members will be emailed to confirm)

Next month's meeting on 2/8/2021

Adjourn: 7:20 pm