

## MINUTES OF THE LIBRARY TRUSTEES MEETING JULY 21, 2020 (ZOOM)

The meeting was called to order at 12:06pm by Diane Kotch with Jen Mayer, Beth Cairns and Deborah French, director, attending.

Diane presented a letter for carryover of vacation days for Debbie. She was unable to use up these days due to Covid-19. The letter is to be presented to the Board of Selectmen for their next meeting. The motion was approved, seconded and voted unanimously.

Deb updated us on what has been going on since our last Zoom meeting in June. Town departments have been encouraged to spend slowly, not over-purchase and be conscious of their budgets.

A few large libraries have opened with appointment only access. We have no plans to open and agreed that we would not open before Town Hall opens. Three staff are working. There have been no requests for computer use. Some have called for copier use which Deb has copied and then returned to the person who was waiting outside. Books requested online or by phone are picked up during certain hours 3 days a week. The books are checked out and then placed on a cart left outside the library door for the patrons to pick up. This has proved very successful. Books are returned in the book drop. Children's book bundles, available for borrowing, are now being put together in various subjects such as dinosaurs, animals, butterflies, space, trucks, etc. Picture books are bundled also.

Our website has been helpful for many. Digital borrowing has grown as well as E-books. There was an informative article placed in the Essex Senior Echo which is mailed to all seniors in Essex.

Jen suggested placing a notice of the library's offerings in the deliveries made by Meals on Wheels. We agreed this would be another good source. Jen will get the name of the person to contact for Debbie.

The meeting was adjourned at 12:37pm.