**Sunderland Public Library - Board of Library Trustees Meeting - March 31, 2020**

**Minutes**

Call to Order: 6:50 PM

Attendance: Beth Berry, David Wisseman, Lorin Starr, Val Voorheis, Hollis Graves, Molly Gowa, and Katherine Hand (Library Director).

Minutes from February 26, 2020 meeting reviewed.

Motion to accept as amended: Hollis Graves

2nd: Val Voorheis

Passed: 6-0

**Director’s Report:**

Schools are now closed through May 4th. Originally we advertised that the library would reopen on April 8th, with the schools. The Board decided to extend the closure until we receive further guidance from the Governor’s Office or the Town of Sunderland in regards to when it is safe to reopen.

Staff are working from home. The Library Director is in close communication with staff to ensure they are able to complete tasks assigned to them. All staff are working normal hours from home. Head of Youth Services did not have a computer or internet access at home. She has taken home one of the public access computers. She investigated options for free internet through Comcast, but was told she does not qualify. The Library Director instructed her to add Comcast Internet onto her private Comcast account, and the Library will pay for the Internet portion of her bill. The Head of Adult Services is borrowing a laptop from Tilton Library where he also works. The Board extends their thanks to Tilton.

The Library Director looked into getting hot spots for library staff who did not have internet access at home to use. They are all backordered for several months. She is interested in purchasing a couple in case staff need to work from home in the future. They can be used by library patrons when the library staff do not need them.

Library staff are reaching out to our patrons who do not have access to technology regularly by phone.

The Library Director is working with performers and program leaders to offer some programs online. So far Qigong and Knitting Circle have been hosted virtually.

The Library Director is investigating new digital services to offer patrons. The Board discussed Hoopla, which is available through the Boston Public Library eCard to all residents of Massachusetts. The Director is investigating it because it is a good service that patrons would use if we offered it. The Board expressed that the Director’s efforts would be better spent advertising this service through the BPL eCard to patrons, rather than using our own funds for purchasing the product. TumbleBooks and other organizations are also offering free access to their eBook collections temporarily. These have been advertised on the website.

The FY21 budget was discussed. The Board asked the Library Director to look closely at the budget and plan for potential budget cuts. The Library Director will talk with the Friends about the state of the Book Fund, and will present a few budgeting scenarios at the next meeting. Current reports from Town Hall state that Sunderland is in good shape for FY21 and no budget cuts are expected. The State budget was also discussed, and we are expecting cuts to State Aid and other State funds that the library relies on.

The final State Aid Award was distributed for FY20. The total award is $10,339.29.

The Library Director has been investigating the cost of running an advertisement on the PVTA Sunderland Bus Line. The Director will continue to investigate the full cost of this. The Board believes this is a good idea, but we need to ensure it is affordable and that it goes out during an effective time.

The Library Director is working on finalizing the Disaster Plan, which will include a Crisis Communication Plan and Emergency Interim Director Plan. She hopes to present it at the next Board of Library Trustees Meeting.

Motion to Adjourn: Hollis Graves

2nd: Molly Gowa

Passed: 6-0

Meeting adjourned at 7:36 PM.