



Weare Public Library
10 Paige Memorial Lane
P. O. Box 227
Weare, NH 03281
Phone: (603) 529-2044
Fax: (603) 529-7341

E-mail: wearepl@comcast.net

Board of Trustees

Brenda Cannon, Chairwoman
Josh Hilliard, Treasurer
Mark Carey, Secretary
Heleen Kurk, Alternate
Diann Couture-Smith, Alternate
Thelma Tracy, Director

-- Approved Minutes --

Minutes

Board of Trustees Meeting

Thursday April 2, 2020

Conducted via teleconference

Present: Trustees: Chairwoman Brenda Cannon, Secretary Mark Carey, Treasurer Josh Hilliard. Acting Director Thelma Tracy. Alternates: Heleen Kurk, Diann Couture-Smith.

The meeting was called to order at 7:00 pm as per RSA 91-A: 1-a.

Acceptance of Minutes:

The meeting minutes from March 5, 2020 and the March 19th special meeting were reviewed. There were minor typographical errors noted and changes made. Alternate Heleen Kurk moved to accept the minutes for the March meeting. Chairwoman Brenda Cannon seconded the motion. All present were in favor. The meeting minutes were accepted.

Public Session:

There was no Public Session.

Director's Report:

The Director's Report for the month of March 2020 was reviewed. Acting Director (AD)Thelma Tracy presented data of the past month's operations.

The issue of accessibility to online resources was discussed. Chairwoman Brenda Cannon suggested posting clear directions for the less computer savvy to follow to our most popular online assets.

Chairwoman Brenda Cannon brought up the idea of the library maintaining a GoToMeeting account to facilitate teleconferencing for the future.

- GoToMeeting - 150 participants, unlimited meetings, unlimited meeting length, \$12/month.

The open-ended shutdown of the library due to the governor's executive order and our mirroring of Weare School District policy has placed unusual additional demands on the Library Director and her reporting responsibilities. Due to the comprehensive and detailed nature of the Director's report the decision has been made to attach it to these minutes rather than reiterate all of its details in this space.

Chairwoman Brenda Cannon moved to accept the Directors Report for March 2020 alternate Heleen Kurk seconded the motion. All present were in favor.

Old Business

Acting Director Thelma Tracy updated the board on staff interaction and performance. Library staff have been maintaining logs of their duties and interactions with library patrons. To date the director has not asked the staff to submit their logs to her office. The board unanimously agreed that staff work logs should be submitted to the director once a week.

Acting Director Thelma Tracy attended a virtual meeting of library directors. Many excellent ideas for patron engagement were discussed. Acting Director Thelma Tracy Will work on ways to implement some of these ideas at Weare Public Library.

The Weare public library summer reading program will definitely be affected, if not eliminated this year.

It was emphasized that accurate and detailed records be kept of all that is being done by the Weare public library's director and staff to maintain library services to the extent possible, and to interact with library patrons online.

Library treasurer Josh Hilliard praise the children's librarians successful efforts to continue story time on line with small children. The question was raised about programs designed to engage middle school children and tweens. Treasurer Hilliard will reach out to the elementary school and the middle school for suggestions about programs to offer.

New Business:

Chairwoman Brenda Cannon reported but our efforts to attract candidates for the library director position have stalled. The position has now been posted on indeed and two new candidates are being considered. Details about these candidates will be forwarded to the rest of the board for review and, if warranted, interviews will be scheduled. Interviews for the position of library director will be conducted via Gordon go to meeting.

No further business to discuss, Chairwoman Brenda Cannon made a motion to adjourn; alternate Diann Couture-Smith seconded the motion. All present were in favor. Meeting adjourned at 7:40 pm.

Next meeting is Thursday May 7, 2020 at 7:00 pm

Attachment 1: Directors Report,

Respectfully submitted,
Mark M. Carey, Secretary

Attachment 1

Director's Report
April 2, 2020

On March 16th as news of the Corona Virus evolved, we made the decision to close the library for the safety of our patrons, our staff, and the community. Since closing the staff has moved entirely to online offerings. At the present time our schedule is:

Mondays 11am Children's Story time (Facebook Live)
Tuesdays 10am Coffee & Conversation
Tuesdays 6pm Knitting
Wednesdays 10am Children's Crafts & Fun
Thursdays 10am Genealogy Path Finders
Thursdays 12:30 Everything cooking
Fridays 2pm Teen and Adult read along (Facebook Live)

These programs are established offerings when the library is open but transformed to an online option. We will continue to explore new ideas as the pandemic continues. I am reaching out to a local Weare author to do a book reading online of her new book which will be published in 2 weeks.

I have included the stats of our Weare Public Library Facebook page as well as Weare, NH., of which we are also the administrator, as in-house circulation numbers are not significant in the face of our closing.

We are also administrator on Facebook of Creepy Baby and 2 new pages - Covid 19 and Download from NH Overdrive. 2 of those pages I have just created as some of that specific information was getting lost among our other offerings on the regular Facebook page. We maintain wearepl.wordpress.com in lieu of a website and I have updated that accordingly.

The most successful programs on Facebook seem to be recorded videos which can be watched at any time rather than programs that involve joining a Zoom meeting, but we are continuing this schedule until more data becomes available. The staff meets 1-2 times a week on Zoom for a staff meeting to explore new ideas and programming options and to share our thoughts.

Stats for Overdrive

Downloadable Resources

213 Ebooks

435 Audio Books

40 Magazines

688 Total

I have registered new patrons that contacted me through email. The schools have given out our information to their students to be able to download for their school work and also for reading and audio books.

3 library email accounts are being monitored for information from hundreds of other libraries in the state as well as the NH State Library, students, and patrons. It is important for libraries to share their information during this new and challenging time. I have attended webinars including "Mitigating Covid-19 when managing paper-based, circulating, and other types of collections."

It has indeed been a challenge to move entirely to an online presence. It is a learning curve for us all as we explore the services of Zoom, online videos, Facebook live etc. We haven't had much or, for some staff, any training in the use of these options. Nevertheless, the staff has stepped up to provide these services to our patrons.

Respectfully submitted,

Thelma Tracy, Interim Director

Weare in the World Library Article

Weare Public Library is going **VIRTUAL!**

WeAre (still) **HERE**

FOR YOU!

As the news of the Corona Virus has evolved, we have made the decision to close the library for the safety of our patrons, our staff, and the community. Though the building is closed, we are still here to provide you with library materials online. If you need a card please contact us at wearepl@comcast.net and we will register you and provide the information that you need for access to all of our downloadable offerings.

All materials that you have at home will not be due until we reopen. Please **do not** leave them at the library. We have been monitoring information about how to clean and sanitize our materials and will do so when we reopen. We are not offering ILL's at this time. The state van service is not running.

You can download EBOOKS, AUDIOBOOKS, and MAGAZINES right from home from NH Overdrive with a link at our weare.biblionix.com catalog page. On our Facebook page there is a how-to video on how to download using the Libby App.

On the weare.biblionix.com page you will also find all of the following links.

Ebsco for your school work.

You can explore Tumble books at home from the links provided on our catalog page. The company offered free access during this time to their children's, teens, and adult materials including audio books.

Ancestry which is usually only available in-house has also opened its databases for you to use from home. To use Ancestry sign in with your 14 digit library card number and password at weare.biblionix.com.

The staff is working hard to provide online programs and presentations that correspond to our usual library offerings. There are story times and crafts by Ms. Karen. Coffee hours and genealogy sessions with Thelma, Dena is offering her cookbook club, knitting group and book group programs. Roberta, Aroostine, Patricia, and Paulette are providing their help and ideas as we plan our virtual programming in virtual staff meetings. Our interactive programs use Zoom and are easy to join. All these offerings are in varying formats for you to enjoy or take part in on Facebook. These programs may be expanded as we see what need arises from our patrons for online offerings. Feel free to contact any of us with your thoughts and suggestions. Be sure to like us on Facebook to get notification of all our events.

Online Facebook Schedule

Mondays 11am Children's Story time (Facebook Live)
Tuesdays 10am Coffee & Conversation
Tuesdays 6pm Knitting
Wednesdays 10am Children's Crafts & Fun
Thursdays 10am Genealogy Path Finders
Thursdays 12:30 Everything cooking
Fridays 2pm Teen and Adult read along (Facebook Live)

Email or message us on Facebook with any ideas that you would like to see implemented and we will do our best to provide them.

We miss you all and cannot wait until our doors reopen and we get to see all your familiar faces (and maybe some new ones) again.

Thelma Tracy
Interim Director
Weare Public Library
wearepl@comcast.net