

Hopkinton Town Library  
**REPORT FROM LIBRARY DIRECTOR**  
March 16, 2020

...A Lightning Strike Seems like a walk in the park...

**Library Trustees:** The current trustees will serve until the new trustees are voted in at Town Meeting, which has been rescheduled for early May. If retiring trustees need to step down, they can resign and new trustees can be sworn in.

**Finance:** The library's audit has been completed without any difficulty.

**Library Services:** Due to the onset of Covid 19 and the pandemic status declared by the World Health Organization, the Governor of NH has declared a state of emergency and ordered all public schools to be closed for at least three weeks as of March 15. Many public libraries have followed suit and have closed or limited services. The trustees of the library need to consider the course of action regarding the following library services, ranging from a complete shut-down of all services to a partial shut-down.

- Library Building Open to the Public with no changes in service
- Remain open for borrowing but cancel all programs including storytime and afternoon programming (e.g. Bingo for Books or therapy dog)
- Close Building to the public
- Continue to accept and process ILL requests Y/N
- Close down Usage of Book Return slot and box at town hall
- Cancel all usage of Community Room to outside groups

Some alternate services to consider. Karen and I are going to continue to work full time hours.

- Promote usage of all online services via website and email blasts (Susan Covert and Friends list)
- Allow people to reserve items online or via phone call for pick up in community room during designated times
- Home delivery of books for those who can't get here.
- Virtual storytimes (we are investigating the logistics of this)
- Phone and email reference
- Add "Hoopla" service, which allows access to movies, music and downloadable content (currently investigating cost)
- Limited access to computers for filling out the census? Other computer access
- Post password to our wifi so people can access in parking lot?
- Library Ink mailing to the community updating them on services
- Keep the Community Room open as a family gathering place?

Some issues to consider in deciding about closure. Eight of nine staff members are over sixty. Two are over seventy. Three have compromising health issues. We do not have an immediate crisis in Merrimack County—the goal is to flatten the curve, i.e. limit the spread proactively. We are dealing with so many unknowns, but with some evidence about how long the virus lives, we may be sitting on a petri dish. But we have this from a **New England Journal of Medicine** article 3/9/20:

Virus survives (in a lab):

24-48 hrs on cardboard  
 24-48 hrs on stainless steel  
 48-72 hrs plastic  
 4-24 hrs copper

We have been wiping all books down, as well as door handles and keyboards, but it is impossible to know if this is sufficient.

**Programs:**

<b><i>Program</i></b>	<b><i>Attendance</i></b>
<i>Public Art and the "For Freedoms" Project with Prof. Jon Gitelson</i>	<i>12</i>
<i>Cookies with Cass</i>	<i>17 + 10</i>
<i>Sensory Hawaiian Program with Mokihana</i>	<i>17</i>
<i>Romeo and Juliet (A Concert Reading)</i>	<i>34 + 26</i>
<i>Sweets with Steve</i>	<i>17</i>
<i>Dan Dustin and Transatlantic Flying Adventure</i>	<i>10</i>
<i>Growing Daylilies with Hopkinton Garden Club</i>	<i>Cancelled</i>
<i>Susan B. Anthony Living History Performance (Sunday September 20<sup>th</sup> 4pm) with Sheryl Faye</i>	

*Inclusivity Program:* We are still working on bringing an advisory group in this area, with mixed results to date. Goal One 4a and 4b. Goal Two 1k

**Building:** Hillary Gabbett has agreed to work with on the murals in the library. Pending the vote at Town Meeting, Chris Wardell will undertake the re-staining of the building exterior this Fall. Goal 2 1a

**Planning and Policy:** Reference Policy and Library Trustee Bylaws to be reviewed. Emergency Plan to be reviewed.

**Community Relations:** We are providing information to our patrons on the upcoming census, which begins in mid-March. The library will provide computers for patrons to fill out their census forms, but we are not permitted to assist patrons in filling them out. On May 12<sup>th</sup> I will serve on a Disaster Preparedness panel at the NH Library Trustee Association annual conference. Goal 2 1k

Respectfully submitted, Donna Dunlop